

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Board of Directors Regular Board Meeting

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, March 8, 2023

AGENDA

4:30 p.m. - Closed Session

6:00 p.m. - Open Session

ROLL CALL

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957.

Title: Fire Chief

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (One (1) or more potential cases)

OPEN SESSION

FLAG SALUTE

INVOCATION

Chaplain Adam Houde

PRESENTATIONS/ANNOUNCEMENTS

Proclamation - National Donate Life Awareness Month

Employee Promotion - Human Resource Specialist Boris Ruivivar

Fred L. Burns Award - Anne Magallanez

Hometown Hero Award and Survivor Recognitions

Presentation on Carbon Canyon Community Wildfire Protection Plan

PUBLIC COMMUNICATIONS

This is the time and place for the general Public to address the Board of Directors about subjects that do not appear elsewhere on the agenda. The Public may address items on the agenda at the time addressed by the Board.

Due to Board policy and Brown Act requirements, action may not be taken on any issue not on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

LIAISON REPORTS TO FIRE DISTRICT (County 4th District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District, Inland Empire Utilities Agency)

Suzette Dang, San Bernardino County 4th District

Mayor Pro Tem Karen Comstock, City of Chino

Council Member Art Bennett, City of Chino Hills

President Mark Bozek, Chino Valley Fire Foundation

Chair Charlie Blank, Fire Safe Council

Vice President Jonathan E. Monroe, Chino Valley Unified School District

Director Steven Elie, Inland Empire Utilities Agency

CONSENT CALENDAR

1. MINUTES

Minutes - February 8, 2023 - Regular Meeting

2. MONTHLY DISTRICT REPORT

Month of January 2023

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report - February 2023

4. MONTHLY TREASURER'S REPORT

Monthly Treasurer's Report - January 2023

5. WARRANTS

Warrants for February 2023 #56912 through #57064

6. BOARD MEETINGS/TRAVEL - AUTHORIZATION TO ATTEND CONFERENCE, MEETING OR TRAINING.

Washington DC - Meet with Legislators to discuss items of interest to Chino Valley Fire District (Legislative Ad Hoc Committee - Director Kreeger and Director Haughey)

7. SOLE SOURCE JUSTIFICATION REQUEST FOR AIR EXCHANGE INC. FOR THE PURCHASE AND INSTALLATION OF PLYMOVENT EXHAUST SYSTEMS

Purpose is for the Board to review and approve a Sole Source Justification and agreement with Air Exchange Inc. for the purchase and installation of Plymovent Exhaust Systems at the District Fire Stations for an amount not to exceed \$330,131.76 and authorize the Fire Chief to execute the necessary documents on behalf of the Fire District.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 7 as presented.

PC _____ M _____ S _____ RC _____

OLD BUSINESS - None

NEW BUSINESS

8. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) CALL FOR NOMINATIONS FOR BOARD OF DIRECTOR SEAT C - ELECTION

Purpose is for the Board of Directors to review and discuss the CSDA call for nominations for a seat by election on the CSDA Board and determine Fire District participation.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review and discuss the California Special Districts Association call for nominations for a seat by election on the CSDA Board and either vote to submit a nomination or decline to participate.

PC _____ M _____ S _____ RC _____

9. RESOLUTION NO. 2023-02 NOMINATING A FIRE BOARD MEMBER AS CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS

Purpose is for the Board to review, discuss, and consider adoption of Resolution No. 2023-02 designating a Fire District Board Member as candidate for election to the

Special District Risk Management Authority (SDRMA) Board of Directors.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review, discuss, and consider adoption of Resolution No. 2023-02, nominating a Fire District Board Member as candidate for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election or decline to participate.

10. RESOLUTION NO. 2023-03, ADOPTING FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Purpose is for the Board of Directors to 1) review and consider proposed changes to the Fire District's Policy and Procedures for Board of Directors as presented in redlined format; 2) provide further direction on policy sections 1130.0 Community Support Fund and 2015.0 Swearing-in of Newly Appointed or Elected Board Members, if desired; and 3) consider approval of Resolution No. 2023-03, rescinding Resolution No. 2022-01 and adopting the proposed Board Policy and Procedures as revised with modifications.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended the Board of Directors review and approve Resolution No. 2023-03 rescinding Resolution No. 2022-01 and adopting the amended Policy and Procedure for Board of Directors.

FIRE CHIEF'S COMMENTS

BOARD COMMITTEE REPORTS/BOARD COMMENTS

ADJOURNMENT

The meeting will be adjourned to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, April 12, 2023, at Fire District Administrative Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

I, Angela Robles, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, March 3, 2023.

Angela Robles

Angela Robles, Clerk of the Board

PRESENTATIONS/ANNOUNCEMENTS

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Proclamation - National Donate Life Awareness Month

ATTACHMENTS:

National Donate Life Awareness Month Proclamation



CHINO VALLEY FIRE DISTRICT

PROCLAMATION

THE CHINO VALLEY INDEPENDENT FIRE DISTRICT PROCLAIMS APRIL 1-30, 2023 NATIONAL DONATE LIFE AWARENESS MONTH

WHEREAS, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need;

WHEREAS, more than 100,000 individuals nationwide and more than 20,000 in California are currently on the national organ transplant waiting list, and on average, 17 people die each day while waiting due to the shortage of donated organs;

WHEREAS, the need for donated organs is especially urgent in Hispanic, Latino, and African American Communities;

WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives and donation of tissue can save and heal the lives of more than 75 others;

WHEREAS, deceased organ donors saved more than 42,000 lives last year, the most ever;

WHEREAS, any person can register to be an organ, eye and tissue donor regardless of age or medical condition.

WHEREAS, being a registered donor does not impact the quality of life-saving medical care a person receives in an emergency;

WHEREAS, California residents can sign up with the Donate Life California Donor Registry online at any time by visiting www.donateLIFeCalifornia.org or for Spanish-speakers, www.doneVIDAcalifornia.org;

WHEREAS, California residents can sign up to be an organ, eye and tissue donor when applying for or renewing their driver's license or ID cards at the California Department of Motor Vehicles;

WHEREAS, California residents interested in saving a life through living kidney donation may visit www.LivingDonationCalifornia.org;

*WHEREAS, The Chino Valley Fire District recognizes **NATIONAL DONATE LIFE AWARENESS MONTH** by flying flags at all fire stations throughout the month of April raising awareness.*

NOW, THEREFORE, BE IT PROCLAIMED that the Chino Valley Fire District Board of Directors proclaim the month of April as:

“NATIONAL DONATE LIFE AWARENESS MONTH”

PRESENTED at a Regular Meeting held on the 8th day of March 2023.

John DeMonaco, President

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - February 8, 2023 - Regular Meeting

ATTACHMENTS:

Minutes - February 8, 2023 - Regular Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Regular Meeting of the Board of Directors

Wednesday, February 8, 2023

4:30 p.m. Closed Session

6:00 p.m. Open Session

Fire District Administrative Headquarters

14011 City Center Drive

Chino Hills, CA 91709

MINUTES

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 4:30 p.m. by President DeMonaco.

ROLL CALL

Present: President John DeMonaco; Vice President Harvey Luth; Director Sarah Ramos-Evinger; Director Mike Kreeger; and Director Tom Haughey.

Also present: Fire Chief Dave Williams; Deputy Chief Jeremy Ault; Deputy Chief Carlos Skibar; Acting Deputy Chief Dean Smith; Legal Counsel Jeff Ballinger; Clerk of the Board Angela Robles; Finance Director Mark Shaker; and Human Resources Director Anthony Arroyo.

CLOSED SESSION

President DeMonaco announced and read the Closed Session items.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION -Pursuant to Government Code Section 54957.

1. Title: Fire Chief
2. Title: Legal Counsel

There were no requests from the public to speak on these item.

ADJOURN TO CLOSED SESSION

President DeMonaco adjourned the Open Session to Closed Session at 4:31 p.m.

REOPEN TO OPEN SESSION

President DeMonaco reopened to Open Session at 6:00 p.m.

ROLL CALL

Present: President John DeMonaco; Vice President Harvey Luth; Director Sarah Ramos-Evinger; Director Mike Kreeger; and Director Tom Haughey.

Also present: Fire Chief Dave Williams; Deputy Chief Jeremy Ault; Deputy Chief Carlos Skibar; Acting Deputy Chief Dean Smith; Legal Counsel Jeff Ballinger; Clerk of the Board Angela Robles; Finance Director Mark Shaker; and Human Resources Director Anthony Arroyo.

REPORT OUT OF CLOSED SESSION

District Legal Counsel Jeff Ballinger reported that there was no reportable action taken on the Closed Session items.

District Legal Counsel announced that President DeMonaco established an Ad Hoc Committee for the purpose of the Fire Chief's Evaluation. He also reported that President DeMonaco appointed Vice President Luth and Director Ramos-Evinger to this Ad Hoc Committee.

FLAG SALUTE

President DeMonaco led the assembly in reciting the Pledge of Allegiance.

INVOCATION

Keith Roby, Fire District Chaplain led the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles reported no changes to the agenda.

PRESENTATIONS / ANNOUNCEMENTS

Proclamation – American Heart Month

President DeMonaco read a summary of the Proclamation declaring February 2023 as “American Heart Month.”

Employee Recognition – Fire Inspector Tori Jung

President DeMonaco accompanied by Fire Chief Williams recognized Fire Inspector Tori Jung for her actions on a structure fire that took place within the District on December 15, 2022 and presented her with a certificate of commendation on behalf of the Board of Directors and Fire District.

Retirement Recognition – Firefighter/Paramedic Jeff Heringer

President DeMonaco accompanied by Fire Chief Williams recognized Firefighter/Paramedic Jeff Heringer for his service with the Fire District and presented him with a retirement plaque.

Employee of the Year – Information Technology Specialist Natalie Ceballos

President DeMonaco accompanied by Fire Chief Williams recognized Information Technology Specialist Natalie Ceballos for being selected as the 2022 Employee of the Year and presented her with the Employee of the Year plaque.

Firefighter of the Year – Firefighter/ Paramedic Ryan Pourhassanian

President DeMonaco accompanied by Fire Chief Williams recognized Firefighter/ Paramedic Ryan Pourhassanian for being selected as the 2022 Firefighter of the Year and presented him with the Firefighter of the Year plaque.

Employee Service Awards for 15 Years of Service

Fire Chief Dave Williams – 15 Years

President DeMonaco recognized Fire Chief Dave Williams for 15 years of service with the Fire District and presented him with an award.

Captain Casey May – 15 Years

President DeMonaco announced that Captain Casey May was not able to attend the meeting. He congratulated Captain May for 15 years of service with the Fire District.

Engineer Russell Tao – 15 Years

President DeMonaco recognized Engineer Russell Tao for 15 years of service with the Fire District and presented him with an award.

The Board of Directors recessed at 6:21 p.m. and reconvened the meeting at 6:31 p.m.

PUBLIC COMMUNICATIONS

Resident Winn Williams addressed Director Haughey on matters of concern to resident Winn Williams that took place with the City of Chino during Director Haughey's term in office with the City.

Resident Winn Williams spoke about being invited to a labor union event and being uninvited later as not being a dues paying member.

LIAISON REPORTS TO FIRE DISTRICT (County 4th District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District, Inland Empire Utilities Agency)

Representative Suzette Dang from San Bernardino County 4th District provided information on an upcoming shredding event hosted by the County.

Mayor Pro Tem Karen Comstock, City of Chino introduced herself as the Fire Districts liaison for the City. She also congratulated newly elected Director Tom Haughey and stated that she looked forward to working with the Fire District.

Council Member Art Bennett, City of Chino Hills reported on items of mutual interest, traffic closures and community events.

Vice President Jeff Tytula, Chino Valley Fire Foundation announced that a blood drive had taken place in honor of Milan Colonna to be able to give back for the blood she received while hospitalized. It was a successful blood drive and Vice President Tytula thanked all those who participated.

Vice President Jeff Tytula also provided information on the upcoming Chino Valley Fire Foundation St. Paddy's Day event.

Chair Charlie Blank, Fire Safe Council was presented but did not have a report.

Director Steven Elie, Inland Empire Utilities Agency extended an invitation to the Board of Directors and Management Team to tour Regional Water Recycling Plant 5 located in Chino. He was happy to report that the Management Team took the tour and were able to see first-hand how the plant operates.

Director Steven Elie also reported that the Inland Empire Utilities Agency participated in Active Shooter Training provided by the City of Chino Police Department accompanied by Captain Mike Moore, Fire District Training Captain. He appreciated the training and thanked the City of Chino and Chino Valley Fire District for continuing to offer this training.

Director Steven Elie addressed the Board about a private matter that took place in November 2022. He shared that Fire District personnel responded to a call where his father suffered cardiac arrest and sadly passed away. Director Elie expressed his appreciation and gratitude to the crew who responded on that day in November and was moved when he found out that the same crew had dropped off flowers to his family.

CONSENT CALENDAR

1. **MINUTES**

Minutes – January 11, 2023 – Regular Board Meeting

2. **MONTHLY DISTRICT REPORT**

Month of December 2022

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report – January 2023

4. MONTHLY TREASURER’S REPORT

Monthly Treasurer’s Report – December 2022

5. WARRANTS

Warrants for January 2023 #56748 through #56911

6. BOARD MEETINGS/TRAVEL – AUTHORIZATION TO ATTEND CONFERENCE, MEETING OR TRAINING

None.

7. FINDINGS TO CONDUCT BOARD AND COMMITTEE MEETINGS VIRTUALLY UNDER ASSEMBLY BILL 361

Purpose is for the Board of Directors to state its finding considering the circumstances of the current proclaimed state of emergency; and state finding that state or local officials have imposed or recommended measures to promote social distancing; and as a result, the Fire District may hold regular and special board meetings and regular and special committee meetings virtually by videoconference, in accordance with AB 361.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 7 as presented.

There were no requests to pull an item from the Consent Calendar for discussion.

Moved by Director Kreeger, seconded by Director Ramos-Evinger, carried by a 5-0 voice vote for the Board of Directors to approve the Consent Calendar items #1-7, as presented.

AYES: BOARD MEMBERS: DeMonaco, Luth, Haughey, Kreeger and Ramos-Evinger.

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

OLD BUSINESS

None.

NEW BUSINESS

8. **2022-23 MID-YEAR BUDGET REVIEW AND ANALYSIS**

Purpose is to conduct a mid-year budget review for discussion purposes.

RECOMMENDATION: It is recommended that the Board discuss the mid-year budget review and provide direction to staff.

Staff report by Finance Director Mark Shaker.

Finance Director Shaker stated that staff has conducted a mid-year budget review and analysis, focusing on budget trends and projections of revenues and expenditures for the balance of the fiscal year.

There were no requests from the public to speak on this item.

There were no comments from the Board on this item.

No action was required or taken on this item.

9. **AGREEMENT NO. 2023-01 WITH SHUSTER ADVISORY GROUP FOR FIDUCIARY SERVICES AND RESOLUTION NO. 2023-01 APPOINTING THE HUMAN RESOURCES DIRECTOR AS PLAN ADMINISTRATOR**

Purpose is for the Board of Directors to review, approve and authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator. The resolution is at the Board's discretion and does not affect the agreement with Shuster Advisory Group.

RECOMMENDATION: It is recommended the Board of Directors approve and authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator.

Staff report by Human Resources Director Anthony Arroyo. Clerk of the Board Robles announced that joining by teleconference was JoAnn Parrino with Shuster Advisory Group.

Human Resources Director Anthony Arroyo reported that the Fire District provides employer-sponsored deferred compensation plans under the Section 457(b) and 401(a) of the Internal Revenue Code (IRC). The 457(b) plans provide tax benefits to employees who make deposits into the Plan for their retirement. The 401(a) plan provides defined contribution payments by the Fire District to District employees. He also reported that as the plan sponsor, the Fire District has certain fiduciary duties and responsibilities under State law (California State Constitution, Article XVI, Section 17). These duties and responsibilities focus on ensuring the operation and investment of the public retirement plan is the exclusive purpose of providing benefits to participants and beneficiaries. He further reported that specifically, fiduciary responsibilities include:

- Investing the assets of the plan;
- Administering the plan, and
- Engaging in a prudent process for making all decisions related to the operation of the plan, including decisions related to the plan's investments and related services.

Human Resources Director Anthony Arroyo reported that because the increasing complexity of the investment process and associated responsibilities and staff's prior experience with Shuster Advisory Group, staff sought to seek more information about the trends affecting the employer sponsored retirement plan marketplace and laws governing fiduciary requirement for the operation vis-à-vis the Fire District's sponsored plans with Nationwide, the provider of the Fire District's deferred compensation plans. In addition, in an effort to fulfill the District's fiduciary responsibility to provide plans in the best interest of participating employees, staff sought to conduct a review of the existing plans and the fees paid by the participants of the Nationwide deferred compensation plans. District staff provided Shuster information on the 401(a) and 457(b) programs. Human Resources Director Anthony Arroyo reported that as previously stated, District staff have prior experience working with the firm's founder, Mark Shuster and his team. They have been successful in negotiating lower fees and expanding investment options for over 70 cities and special districts throughout California. He further reported that in September 2022, Shuster Advisory Group conducted an initial review of existing plans at no cost to the District or participants of those plans. Human Resources Director Anthony Arroyo reported that this was done in order to provide staff with comparison to what the District currently has in place and what it should seek to bring the District into compliance as well as to offer lower fees as well as expanded investment opportunities.

Human Resources Director Anthony Arroyo stated that the review included an evaluation of all contract-related data, including, but not limited to: administrative fees associated with the plans, investment options, asset values, fixed account interest rates, and additional fees that may be charged by the plans. Utilizing this information, Shuster Advisory Group was able to negotiate an approximate 75% reduction in fees. Shuster's team met with employees represented by the Teamsters and the Fire Association. The two groups were enthusiastic with the potential savings, which could result in higher rates of return, and were eager for the District to engage the services of Shuster Advisory Group.

Human Resources Director Anthony Arroyo stated that with the recommended approval of the attached agreement in the agenda, there is no cost to the District to engage the services of Shuster Advisory Group. The monthly fee of \$2,500 paid to Shuster Advisory group will be paid from the plan assets, which does not represent a change to the current practice since Nationwide already collects fees from the plan assets. As such, there are no extra costs incurred to the District or the plan participants. The proposed contract enables the District to obtain the needed fiduciary, investment and advocacy services the District and plan participants need. The contract does not include a minimum contract period, which is a benefit to the District. The contract may be terminated with a 60-day notice.

Lastly, it was recommended the Board of Directors allow the position of the Human Resources Director to serve as the Plan Administrator. The primary reason is that the Human Resources Director is more familiar with the deferred compensation benefits as provided by the Chino Valley Independent Fire District. The Human Resources Director will provide regular updates to the Human Resources Committee regarding plan changes instituted by Schuster Advisory Group. Human Resources Director Anthony Arroyo reported that the approval of the resolution is a separate item from the agreement with Shuster Advisory Group.

There were no requests from the public to speak on this item.

Discussion was held among the Board regarding Shuster Advisory Group providing fiduciary services to the Fire District and Ms. JoAnn Parrino responded to questions from the Board.

Moved by Director Ramos-Evinger, seconded by Vice President Luth, carried by a 5-0 voice vote for the Board of Directors approve and authorize the Fire Chief to execute Agreement No. 2023-01 with Shuster Advisory Group to provide investment advisory and fiduciary services for the Chino Valley Fire District's Deferred Compensation Plans. Additionally, approve Resolution No. 2023-01 appointing the Human Resources Director as Plan Administrator.

AYES: BOARD MEMBERS: DeMonaco, Luth, Haughey, Kreeger and Ramos-Evinger.

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

10. FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Purpose is for the Board of Directors to review recommended changes to the Fire District Policy and Procedures for Board of Directors and provide direction to staff.

RECOMMENDATION: It is recommended that the Board of Directors review the proposed changes to the Policy and Procedures for Board of Directors as presented in redlined format and provide direction to staff.

Staff report by Clerk of the Board Angela Robles.

Clerk of the Board Robles reported that at the December 14, 2022, regular meeting President DeMonaco and Director Ramos-Evinger were appointed to the Board Policy Ad Hoc Committee. Following the meeting, the Board Members submitted recommended changes through the Clerk of the Board and submissions were incorporated in redlined format. Attached to the staff report is the redlined Policy and Procedures for Board of Directors with recommended changes, and as reviewed by the Ad Hoc Committee for Board discussion and direction to staff.

There was one request from the public to speak on this item.

Resident Winn Williams addressed the Board and spoke about freedom of speech. He stated that Board Members should have the right to speak on any employee and their performance.

The Board reviewed the proposed changes and provided comments as well as additional recommended changes to the Board Policy and Procedures.

Clerk of the Board Robles reported that the redlined document would be updated and sent to District Legal Counsel for review of the proposed changes following the Board meeting. The final document will be brought back to the Board of Directors on March 8, 2023, for consideration and approval.

No action was required or taken on this item.

The Board of Directors recessed at 7:51 p.m. and reconvened the meeting at 7:56 p.m.

11. UPDATE REGARDING TELECONFRENCING UNDER AB 361 AND AB 2449

Purpose is for the Board of Directors to receive an update regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and provide direction as to whether and how the Board wishes those teleconferencing options to be used.

RECOMMENDATION: It is recommended that the Board of Directors receive an update regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and provide direction as to whether and how the Board wishes those teleconferencing options to be used.

Staff report by Legal Counsel Jeff Ballinger

Legal Counsel Jeff Ballinger provided an overview of the changes to the Brown Act teleconferencing rules resulting from the pandemic. He reviewed the information as outlined in the staff report.

There were no requests from the public to speak on this item.

There was discussion among the Board regarding teleconferencing options under the recent amendments to the Ralph M. Brown Act, and how the Board wishes those teleconferencing options to be used.

In response to questions from the Board, Attorney Ballinger shared that as a result of the change in state law agencies he works with are choosing to transition back to the original Brown Act Teleconferencing rules.

There was consensus by the Board of Directors to conduct Board and Committee meetings in person and in compliance with the original Brown Act Teleconference rules.

FIRE CHIEF'S COMMENTS

Fire Chief Williams reported on Personnel Development Activities as follows:

- January 31st, Deputy Chiefs and several personnel attended a leadership staff ride at the battle of San Pasqual in San Diego.
- February 14th, the Executive Management and Chief will participate in an offsite teambuilding workshop being facilitate by Dr. Wayne McAfee.

Fire Chief Williams reported on Board Activities and Public Relations as follows:

- January 9th, Chief met with Director Haughey for a monthly 1-1 meeting.
- January 12th, Chief met with Vice President Luth for a monthly 1-1 meeting.
- January 18th, Director Kreeger and Chief met for a monthly 1-1 meeting.
- January 19th:

- Chief met with Chino Police Chief and Command Staff for a tour at Station 63 to discuss providing Front Office space to meet growing community needs in the Preserve.
- President DeMonaco and Chief met for a monthly 1-1 Meeting.
- Chief attended a Meeting to discuss future of Emergency Communication Nurse System (ECNS)
- Later that day, Chief participated in a video outreach to support Chino Police Department
- January 23rd, Chief attended the Finance Committee Meeting and later that day delivered a message at a workshop to District personnel aspiring to be Fire Captains.
- January 24th, Chief attended CON-FIRE Admin Committee Meeting.
- January 25th & 26th, Chief attended the Ambulance RFP Workshop at the Rancho Cucamonga Fire Training Center.
- January 25th, Chief met with City Manager Ben Montgomery, also on the 25th I met with Director Sarah Ramos-Evinger for our monthly 1-1 meeting.
- February 3rd – Chief spoke at the Chino Valley Chamber of Commerce Leadership Consortium. (A special note of appreciation to Deputy Chief Ault for coordinating this event.
- February 6th, District staff and Chief toured the IEUA Facility.

Fire Chief Williams reported on CONFIRE Items of Interest as follows:

- Negotiations related to the Request for Proposal for ambulance services are ongoing. (Proposals are tentatively due March 23, 2023). (Special thank you to Deputy Chief Cooke, EMS Nurse Leslie Parham, and Acting Deputy Chief Smith for their commitment and tremendous work on this project.)
- Confire has requested support from our EMS Nurse to assist bringing the program to full implementation. EMS Nurse Leslie Parham is currently providing program direction through a professional services agreement to Confire.

Fire Chief Williams reported on Organizational Items of Interest as follows:

- The District was recently recognized with its sixth consecutive GFOA (Government Finance Officers Association) Distinguished Budget Presentation Award for the current Fiscal Year 22-23 Budget. The GFOA Budget Award is the highest form of recognition in governmental budgeting and is evidence to the District's commitment to public trust and transparency.

Fire Chief Williams reported on Upcoming Events as follows:

- A Cal Chiefs meeting is scheduled for February 16th from 8:00 am – noon.

- Student Government Day will be held on February 22nd from 9:00 am – noon.
- A CONFIRE Admin Committee meeting is scheduled for February 28th at 1:30 pm.

BOARD COMMITTEE REPORTS/BOARD COMMENTS

President DeMonaco established an Ad Hoc Committee for the purpose of selecting a law firm to assist Chino Valley Fire District with labor negotiations. President Demonaco appointed Director Kreeger and Director Haughey to this ad hoc committee.

President DeMonaco established an Ad Hoc Committee for the purpose of meeting with state and federal legislators. President DeMonaco appointed Director Kreeger and Director Haughey to this ad hoc committee.

Director Ramos-Evinger

Director Ramos-Evinger reported on meetings and events attended since the last meeting that included the Carbon Canyon Fire Safe Council meeting; City of Chino Council meeting; Board Policy Ad Hoc Committee meeting; monthly meeting with the Fire Chief; California Special Districts (CSDA) Associatoin Membership Services Committee and CSDA Professional Development Committee meeting.

Director Haughey

Director Haughey congratulated the Firefighter of the Year, Employee of the Year, and Employee Service Award recognitions. He reported on meetings attended since the last meeting that included the Association of the San Bernardion County Special Districts and City of Chino Hills Council meetings.

Director Kreeger

Director Kreeger congratulated the Firefighter of the Year, Employee of the Year, and Employee Service Award recognitions. Director Kreeger reported on meetings and events attended since the last meeting that included meeting with the Fire Chief; Chino Valley Unified School District meetings; and Association of the San Bernardino County Special Districts meeting.

Vice President Luth

Vice President Luth reported on meetings and events attended since the last meeting that include City of Chino Council meetings; monthly meeting with the Fire Chief; the Run for Russ; Agenda Review meeting; and Association of the San Berardnino County Special Districts meeting. Vice President Luth congratulated the Firefighter of the Year, Employee of the Year, and Employee Service Award recognitions.

President DeMonaco

President DeMonaco reported on meetings and events attended since the last meeting that included a monthly meeting with the Fire Chief; Inland Empire Utilities Agency meeting; San Bernardino County Board of Directors meeting; Finance Committee meeting; Association of San Bernardino County

Special Districts meeting; and California Special Districts Association Legislative Committee meeting.

ADJOURNMENT

The meeting was adjourned at 8:21 p.m. to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, March 8, 2023 at 6:00 p.m. at District Headquarters located at 14011 City Center Drive, Chino Hills, CA 91709.

APPROVED AND ADOPTED THIS 8TH DAY OF MARCH 2023.

Angela Robles, Clerk of the Board

John DeMonaco, President

MONTHLY DISTRICT REPORT 2.

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Month of January 2023

ATTACHMENTS:

Monthly District Report January 2023

CHINO VALLEY FIRE DISTRICT



MONTHLY REPORT JANUARY 2023

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- New Construction

JANUARY 2023

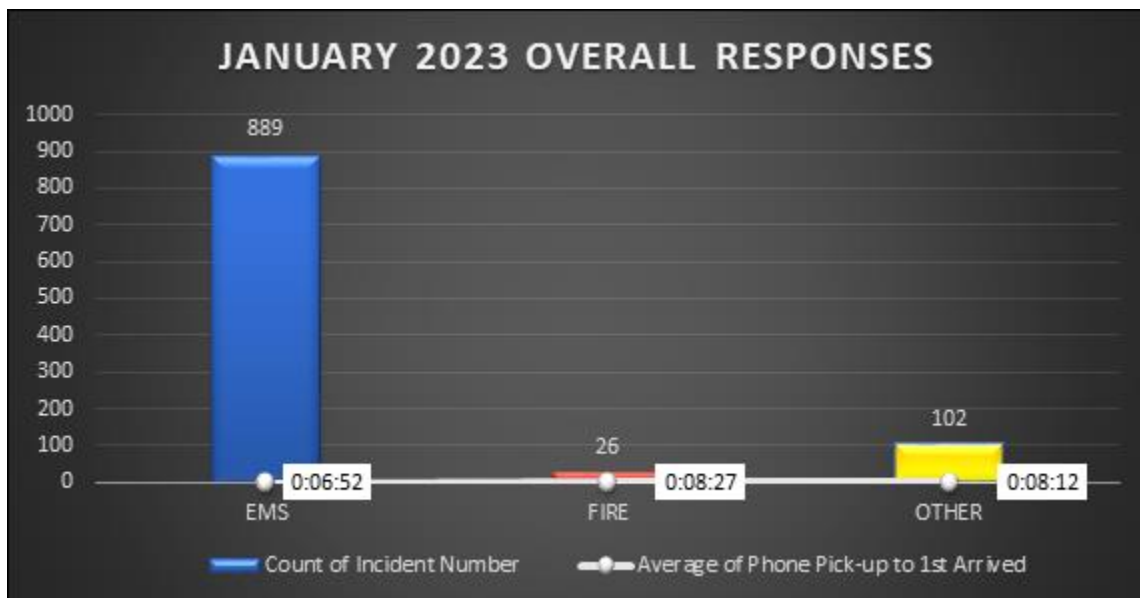
I. Operations:

- Incident Response Data

CHINO VALLEY FIRE DISTRICT

INCIDENT BASED RESPONSE TIME DATA JANUARY 2023

Response times are calculated as an average from the time the call taker picked up the phone to the time of first unit arrival.



Total number of incident responses for January 2023: 1,017

FIRE:	26
EMS:	889
OTHER:	102

JANUARY 2023

II Community Risk Reduction:

- Permit Revenue Summary Report
- License Revenue Summary Report
- New Construction



Permit Revenue Summary Report

Payments as of 01/01/2023

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2023	\$104,607.00
Year To Date	Total	\$104,607.00



License Revenue Summary Report

Payments as of 01/01/2023

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2023	\$27,919.00
Year To Date	Total	\$27,919.00

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

PROJECT NAME	PROJECT# TRACT	LOCATION	CITY	DEVELOPER/ CONTRACTOR	DESIGN REVIEW	APPROVED	CONST PERMIT	OCCUP
Assisted living and memory care facility 100,000 sq. ft.	Proj. 2019-00004	13255 Serenity Trail	Chino (Co-Area)	Summerland Senior Living	X	X	X	
183 SFD/Vila Borba Montarra & Serena	TR 15989	Butterfield (West of Avenida De Portugal)	C.H.	Lennar	X	X	X	
Vila Borba Multifamily Sites - 19 Lots	TR 16413	Butterfield (South of Avenida De Portugal)	C.H.	Lennar	X	X		
Vila Borba (PA4) Townhomes/Condos 220 Multifamily Units	19SPR04 TR 16414	NEC Butterfield & Avenida De Portugal	C.H.	Lennar	X	X		
149 SFD/Vila Borba Montarra II	TR 16388	Butterfield/Pine	C.H.	Lennar	X	X	X	
Subdivide 6.7 acres into 13 lots Existing home will remain	TR 16959	2294 Carbon Canyon Rd.	C.H.	Richard Meaglia	X	X		
The Commons at Chino Hills/Major 3; Shops 6 and 9	06SPR02	4655/4575/4675 Chino Hills Pkwy.	C.H.		X	X		
BIZPARK - 187,000 sq. ft. Business Park (Office/Commercial/Warehouse)	TPM 20201 07SPR02	Pomona Rincon Rd	CH	Heritage LLC	X			
Coptic Orthodox Church	15CUP04 15SPR04	14715 Peyton Dr.	C.H.	Ramy Awad	X	X	X	
The Rincon (Imaging Center; Holiday Inn; Wendy's)	15SPR03 Amendment TPM 19846	15855/15851/15931 Soquel Cyn. Rd	C.H.	Philip Lee	X	X	X	
Rancho Cielito PM 4562/Formerly PM 4562; now 20343	PM 20343 17SPR02	15303 Country Club Dr. N/Los Serranos/Valle Vista Dr.; S/Lake Los Serranos (btwn Pipeline/Ramona)	C.H.	Rolling Ridge Ranch Jack Greening Jr.	X	PH 01/18/22 X		
Costco Gas Station Expansion/Relocation; Car wash and warehouse Expansion	19CUP04	13111 Peyton Dr.	CH	MG2 Architects	X			

**NEW CONSTRUCTION WORKSHEET
JANUARY 2023**

159 SFDs on 130 Acres; Development to include Comm. Rec. Center, private streets & designated open spaces.	19CUP06 TTM 20317	Shadyview	CH	Trumark Homes	X	PH 09/06/22 X		
Development & Operation of landscape supply business.	19SPR01	SWC Pomona Rincon Rd/Enslor Ln	CH	Rosario Rios	X			
Chino Hills Condominiums	19SPR02	E. Pomona Rincon Rd/S. of Los Serranos Rd	CH	William Ashley Inc	X			
52 Lot subdivision "Paradise Ranch"	19SPR03 TTM 20286	Canyon Hills Rd. (Gentile Property)	CH	True Life Companies	X			
I & I Brewing	20MUP03	4020 Chino Hills Pkwy	C.H.	I & I Brewery	X	X	X	
2 Sites consisting of 6 Planning Areas; Site 1 = 724 units, Site 2 = 52 units	21SPR01	SW Portion of LSGC & vacant lot @ NEC Los Serranos Rd. & CC Drive	CH	Greening Trust	X			
378.65 Acres to include 135 SFD & 163 Townhomes Canyon Estates	21PAR01 TTM20019	3300 Woodview Rd	CH	GGF, LLC	X			
Western Hills Residences - 187 unit residential development	22SPR01	So. Portion of WHGC/Fairway Dr./CC Rd.	CH	Lewis Land Developers	X			
Hydrogen Fuel Facility w/2 fuel dispensers	22SPR02 22CUP01	3260 Chino Ave.	CH	Fiedler Group	X	PH 11/15/22 X		
GoStoreIt - 115,740 sq. ft. 6 story self-storage bldg.	S22SPR03 SSCUP03	SEC Chino Hills Pkwy/Monte Vista Ave	Chino	Alston Construction	X	PH 02/07/23 X		
U.S. Bowling Corp.: Phase IV McCalla Center	SA 96-09 (R1)	13609, 13613, 13619, 13625 Central Ave.	Chino	Alston Construction	X	X	X	X
5,357 sq. ft. office retail & restaurant bldg.	PL10-0709	SEC Euclid Ave/Kimball Ave	Chino	Ben McBride	X			
2 Story warehouse bldg. & office; 46,560 s.f	PL 14-1133 (SA) APN 102136113	5240/5280 Eucalyptus Ave.	Chino	Ever Sun Investments LLC	X	X	X	

**NEW CONSTRUCTION WORKSHEET
JANUARY 2023**

Kimball Business Park (Kimball Street 12 Bldgs. remaining - 10 bldgs. now completed 8522 - 8778 Kimball)	PL15-0527 PL15-0528 PL15-0529 PL15-0530	8522/8544/8576/8614/ 8624/8652/8688 8716/8746/8778/8820 Kimball Ave; 15666 Hellman Ave.	Chino	SRG Acquisition	X	X	X (TE#01 02.09.22)	
Proposed 4-story (62 units), 49,711 sq.ft. Senior Apartment Building	PL16-0347 PL16-0357	11930 Central Ave.	Chino	Komar Investments	X	X (PH 09/20/21)		
Andy's Burger's 5,800 sq.ft. drive through restaurant	PL16-0671	4616 Riverside Dr.	Chino	John Wyka	X	X	X	
Euclid Commerce Center - 6 Industrial Bldgs.	PL16-0701 PL16-0702 PL16-0703 PL17-0048	15801; 15841; 15881; 15921; 15893; 15915 Euclid Ave.	Chino	Euclid/Kimball Partners LLP	X	X	X	
Utilize existing 14,720 sq.ft. facility for Islamic Center	PL16-0704 TPM 18903	4711 Chino Ave.	Chino	Chino Valley Islamic	X	X	X	X
Altitude Business Centre (Kimball & Mayhew) Commercial Development - 220,000 sq.ft. Warehouse/Multi-Tenant Bldg. 30,000 sf.ft.	PL16-0456 PL16-0457 TPM 19756	15865, 15791 Quality Way; 15790, 15825, 15881 Terminal Ct.	Chino	Fullmer Construction	X	X	X	
Altitude Business Centre - Bldg. 6 48,650 sq. ft. Bldg.	PL16-0456 PL16-0457 TPM 19756	15771 Terminal Ct	Chino	Fullmer Construction	X	X	X	
Distribution Facility for In-N-Out	PL17-0042 PL17-0044 PL19-0048 PL19-0049 PL19-0091 PL19-0092	16000 Quality Way	Chino	In-N-Out Burger	X	X	X	
Fairfield Inn & Suites 4-story Hotel 58,940 sq.ft.	PL17-0060 PL17-0061	14705 Ramona Ave. (Rancho Del Chino)	Chino	JS Hotel Dev.	X	X	X	
Time Extension for TTM 18856 - Rancho Miramonte	PL17-0106 TTM 18856	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	X (TE#2 11/16/22)		
Install Temporary Mobile Office	PL18-0028	7780&7802 Kimball Ave.	Chino	Superior Sod	X	X		
Industrial Bldg. - 8,854 sq.ft.- Warehouse for packaging materials	PL18-0034	5199 F St.	Chino	Moksud Rahman	X	X	X	

**NEW CONSTRUCTION WORKSHEET
JANUARY 2023**

Proposed Addition of 14,265 sq. ft. - Wing Lee Poultry	PL18-0038	13625 Yorba Ave.	Chino	Austin Co.	X	PH 02/09/22		
3,200 S.F. Conv. Store w/a 1,600 S.F. Rest./1,563 S.F. detached carwash; 3,000 S.F. Gas station island	PL18-0047 PL18-0048	15191 Central Ave	Chino	Western States Const.	X	X	X	
Watson Industrial Park - 3 Industrial Bldgs - 267K - 560K sq.ft.; Bldgs. 847, 848, 849; 8975 & 9129 Remington- Complete	PL18-0040 PL18-0041	SWC/SEC Remington/Hellman 8841 Remington	Chino	Watson Land Co.	X	X	X	
Assisted living facility - 72 units	PL18-0057 PL18-0058	Guardian Way btwn 10th & Vernon Ave	Chino	Source Architecture Inc	X	X (TE # 06/08/22)		
SFD attached duplex & triplex development - 106 units Morning Sun	PL18-0059 TTM 20231	APN 1055-451-03 LOT 11	Chino	Lennar	X	X	X	84 OF 106
Subdivide land into 5 parcels for single family homes - Monte Vista Village	PL18-0063 PL18-0064 PL18-0065 TTM 20227	12948 Monte Vista	Chino	Global Wood Solutions	X	X	N/A	N/A
8 Manufacturing/Warehouse bldgs. - Ranging btwn 12k sq.ft. - 205k sq.ft.	PL18-0070 PL18-0071 PL18-0072	NEC Bickmore/Euclid Ave.	Chino	Alere Property Group LLC	X	X		
The Landings - 200 homesites w/SFD & Townhomes (Waypoint & Crossings)	PL18-0073 TR 20008	N/o Bickmore; W/o Rincon Meadows	Chino	Lennar Homes	X	X	X	
Addition to existing bldg. and construction of shade canopies (2)	PL18-0086 PL18-0087	13677 Yorba Ave.	Chino	Gerald Mele & Associates	X			
Two proposed warehouse bldgs. Totaling 2,080k sq.ft.	PL18-0090 PL18-0091 PL18-0118 PL18-0119 PL18-0120 TPM 20071	16195 Mountain Ave.	Chino	Majestic Realty	X			
SFD - 26 units	PL18-0094 TTM 20169	Pine/Meadowhouse	Chino	Chino Preserve Dev. Corp.	X			
Two lots for Condos - 177 units	PL18-0096 TTM 20173	Pine/Meadowhouse	Chino	Chino Preserve Dev. Corp.	X			

**NEW CONSTRUCTION WORKSHEET
JANUARY 2023**

Construct building for light industrial use	PL18-0099 PL18-0100 PL18-0101	SEC Moon /Remington Ave.	Chino	HIP So-Cal Properties LLC	X	X		
Proposed Industrial project	PL18-0102	NWC East End/ County Rd	Chino	Overton Moore Properties	X			
Warehouse Bldg. 61,023 sq.ft.	PL18-0103 PL18-0099 PL20-0010	9261 Remington	Chino	Steve Hong	X	X	X	
23,850 sq. ft. Commercial Center "Chino Pipeline Center"	PL18-0035 PL18-0105 TTM 20028	4076 Chino Ave	Chino	Creative Design Assoc	X	PH 10/17/22		
Expansion of Existing Veterinary Bldg. 2,999 sq. ft.	PL18-0106	3415 Chino Ave.	Chino	Steven Dunbar	X	X	X	X
Two concrete tilt-up warehouse/office buildings TPM 20058	PL18-0112 PL18-0113	14468 Central Ave.	Chino	OC Engineering	X	X		
Eagles Nest V & VI Aviation Business Park 158,490 sq. ft. Bus. Park - 4 executive hangars	PL18-0114 Prev. SA05-33	7000 Merrill Ave. (NEC) APN 1026-081-10 to12	Chino	Chino Dev. League	X	X		
Relocating existing day spa to a new location	PL18-0125	14516 Pipeline Ave.	Chino	John R. DeWorken	X	X		
16,950 S.F. warehouse/office	PL19-0003	15022 La Palma Dr.	Chino	Homtomi C01 Partners LP	X	Public Hearing 7/20/2020 (TE #1 6/23/21)		
New Garage/storage/porch/patio	PL19-0020	11645 Vernon Ave.	Chino	Javier Hernandez	X	X		
3 Housing products - 68 detached dwelling units and auto courts; 28 attached duplexes and 72 attached triplexes	PL19-0021 PL19-0022 TTM 20247	NEC Bickmore Ave./Mayhew Ave.	Chino	Richland Ventures LLC	X	X	X	90 of 165
Construction of self-service carwash	PL19-0085 PL19-0084	5526 Philadelphia St	Chino	PM Design Group	X			
Proposed 3 acre park with restrooms & shade structure	PL19-0046	NEC Discovery Park Ave/Innovation	Chino	Chino Preserve Dev.	X			

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

15 Single Family Detached Homes (TTM 20235) "Francis Crossing"	PL19-0055	5084 Francis Ave	Chino	Kevin L Cramer	X			
Storage Units w/Office Space	PL19-0059	13381 11th St.	Chino	Mike/Debbie Boyle	X			
Conversion of residential to office	PL19-0068	13132-13138 9th St.	Chino	Jianyun Wang	X			
Homecoming Phase 5 - 187 Homes incl. 14 live/work units; Main St. Apartments - 172 Units	PL19-0071 PL19-0089 PL20-0007 TTM 20326	SWC Pine/East Preserve Loop	Chino	Chino Preserve Dev	X	X	X UG Permit	
116 Detached Condominium Community (Block 4) Voyage @ Discovery Park	PL19-0072 TR 20167 TR 20248	Market St./ Discovery Park Ave.	Chino	Lennar	X	X	X	51 of 116
123 Condominiums "Bungalows"; Delia @ The Preserve (MSA PL 18-0010/ PL 18-0011)	PL19-0073 TR 20171	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Tri Pointe Homes	X	X	X	104 of 123
76 Single-Family units (Amelia) (MSA PL 18-0010/ PL 18-0011)	PL19-0074 TR 20172	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Pulte Homes	X	X	X	71 of 76
116 Detached Condos - Gardenside (Liberty Deluxe) (MSA PL 18-0010/ PL 18-0011)	PL19-0075 TR 20170 TR 20270	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Richmond America	X	X	X	48 of 80
123-unit living/memory care facility; 2 Office Bldgs. And 2 Rest. Pads (PH 12.07.20)	PL19-0079 PL19-0080	Btwn Central Ave/ Benson Ave	Chino	Clover Estates	X	X (TE#1 12/08/21)		
Town Center @ The Preserve; 146,648 sq. ft. Commercial Center.	PL19-0082 PL20-0016 (TPM) 20333 PL2017-0017 PL20-0018	Pine Ave. & Main St.	Chino	Lewis Retail Centers	X	X	X	
Construction of 3, 500 sq. ft. self-service car wash	PL19-0085 PL19-0084	5526 Philadelphia St	Chino	PM Design Group	X	X (TE#1 07/07/21)		
4 Warehouse/Comm. Bldgs	PL19-0086 PL19-0103	NWC East End/ County Rd	Chino	Clark Neuhoff	X	X	X	
Indoor RC car racetrack & baseball/softfall training and Rec Fac.	PL19-0105	13871 Oaks Ave.	Chino	The Field 3 LLC	X	X		

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

Convert existing warehouse into medical office	PL19-0090	5143 D Street	Chino	Youkun Nie	X	X	X	
Single Story commercial Bldg.	PL19-0101	6903 Schaefer Ave.	Chino	Architects McDonald, Soutar & Paz, Inc.	X	X	X	
Three Tilt-up Bldgs. (Previously PR-PL19-0014)	PL20-0003 PL20-0004 PL20-0005	12040 East End Ave	Chino	Lankershim Industrial Inc.	X			
Parklin@Discovery Park (Block 4) 68 detached auto courts residential units	PL20-0006 TPM 20168 TTM 20164 Lot 2 & 3	SWC Hellman/Market Mountain Ave/ Satterfield Way	Chino	Richmond American Homes	X	X	X	59 of 68
Proposed Accessory Structure (garage/storage)	PL20-0008	6010 Walnut Ave.	Chino	Water Living Church	X			
Proposed K-8 school, park, community center, and library	PL20-0014 (MSA) PL21-0026	Market St./ Main St./ E. Preserve Loop/ Legacy Park	Chino	Chino Holding Co.	X			
Proposed 28,153 S.F. lot subdivision into 2 residential lots	PL20-0019 TPM 20207	13515 Monte Vista Ave.	Chino	KG Investments LLC	X	TE01 09/19/22 X	N/A	N/A
Fast Food Restaurant w/drive-thru; 2,400 s.f. (Modify SCUP PL05-0033) El Pollo Loco	PL05-0033 PL20-0025	6981 Schaefer Ave	Chino	McDonald, Soutar & Paz Inc.	X	X	X	
295,300 sq.ft. one story tilt-up bldg.with 15,000 sq. ft. office/mezzanine	PL20-0026 PL20-0027 PL20-0028 PL20-0029	13404 Yorba Ave 13461 Ramona Ave.	Chino	Brandi Smith	X	TE01		
2 Commercial/Retail buildings	PL20-0039 PL20-0040 PL20-0041 PL20-0042	NWC Kimball/Hellman	Chino	Orbis LCG Kimball LLC	X	X PH 03/01/21		
Multi-Family Condo Dev N1 - Rancho Miramonte;1 10 bldgs w/6 dwelling units per bldg.	PL20-0046	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
Detached Condo Dev. - N2 - Rancho Miramonte; 67 detached buildings	PL20-0047	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 7/19/21		
Multi-Family Condo Dev. - N3 Rancho Miramonte; 12 Bldgs w/6 dwelling units	PL20-0048	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

SFD - 110 units N4 - Rancho Miramonte	PL20-0051	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 7/19/21		
76 detached condos; N9 - Rancho Miramonte	PL20-0052	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 8/16/21		
55 Dwelling Units N7 - Rancho Miramonte	PL20-0056	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
26,474 sq. ft Parcel division; (1) 9,820 sq. ft.; (2) 8,611 sq. ft.; (3) 8043 sq. ft. TMP20280	PL20-0058 PL20-0059	12308 Fern Ave	Chino	Truong Dong	X			
163 Two-story homes	PL20-0060	Mountain Ave/Merrimack St	Chino	Lennar Homes	X			
Subdivide parcel into singe lot tract for condo purposes; total of 209 MFD	PL20-0062 PL21-0021 TTM 20380	Academy/Legacy	Chino	Chino Holding Co.	X	PH 03/21/22		
Custom designed 1,400 sq. ft. Accessory structure.	PL20-0065	4231 Walnut Ave.	Chino	Brian Hoogeveen	X			
1,732 sq. ft. detached workshop	PL20-0066	4114 Hacienda Ln.	Chino	Roberto Graciano	X	X PH 03/01/21		
68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units	PL20-0071	Bickmore Ave/Mayhew	Chino	KB Homes Costal Inc.	X	PH 9/20/21		
3.7 acre Rec center & 1.4 acre park "Rancho Miramonte 68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units	PL20-0072	Chino Corona Rd /Cucamonga Ave	Chino	The Miramonte Investors	X			
Two story 16,000 sq. ft. Bldg. on 45,000 sq. ft. lot	PL21-0001 PL21-0002	13779 Central Ave.	Chino	TZC LLC	X			
3.74 Acres proposed Commercial/Retail/Restaurant "The Campus at College Park"	PL21-0004 PL21-0005	14209, 14227, 14253 Oaks Ave & 5974 Eucalyptus Ave.	Chino	United Trust Realty Corp	X	PH 09/06/22 X		
Commercial Development w/car wash; drive- thru restaurant & retail	PL21-0011 PL21-0012	6132 Riverside Dr.	Chino	Pacif Rim Arch.	X			
79 Single Family Detached Units - Block 4	PL21-0013 TR 20165	N/O Legacy Park St. E/O Discovery Park Ave.	Chino	Century Communities	X	X	X	60 of 79

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

Develop of 69 detached homes	PL21-0023 (TR 20166)	NEC Hellman/ Legacy Park St	Chino	KB Homes	X	PH 9/20/21	X	22 of 69
56 Dwellings Units; Previously approved as part of MSA PL18-0012	PL21-0027 TR 20249	NWC Discovery Park/Legacy Park	Chino	Chino Preserve Dev.	X	X		
Modification of Master Site Approval south of Pine Ave.	PL21-0031 PL21-0032 TR 16420	Market St/Main St/E. Preserve Loop/Legacy Park	Chino	Chino Holding Co.	X	PH 02/23/22 X	N/A	N/A
Commercial Development consisting of approx. 18 bldgs.; MSA for Altitude	PL21-0036 PL21-0037 PL21-0038	Kimball Ave/Quality Way	Chino	Richland Ventures LLC	X	X	N/A	N/A
Baseball/Softball Academy "Line Drive Academy"	PL21-0039	15642 Dupont Ave	Chino	Mike Brocki	X	X		
Proposed amendment of EBPSP; land use change from Business Park to Manufacturing	PL21-0042	4331 Eucalyptus Ave	Chino	Eucalyptus LPIV 5 LLC	X			
Renewal of (1) existing modular office trailer for occasional meeting use	PL20-0035 PL21-0044	14005 S. Benson Ave	Chino	Maricela Gutierrez	X			
21.90 Acre MSA - 114 SFD	PL21-0045 PL21-0057 (TTM 20446)	8340 Chino Corona Rd	Chino	Chino Preserve Dev. Corp	X	PH 09/19/22 X	N/A	N/A
Proposed Animal Hospital	PL21-0047 PL21-0048	3959 Grand Ave	Chino	Cool Theel	X	PH 01/19/22 X		
Design guidelines for Fallon Crest	PL21-0049	8424 Bickmore Ave	Chino	Fallon Crest Farms	X	PH 10/17/22	N/A	N/A
852 sq. ft. Exterior refrigeration enclosure for existing Ind. Bldg.	PL21-0050	12290 Colony Ave	Chino	The Ziegenfelder Co	X			
Block 11 - MSA Proposed mix of 4 residential product types, totaling 305 units and Rec Center (Block 11)	PL21-0056	SEC Legacy Park/ E Preserve Loop Rd/ Corona Rd	Chino	Chino Preserve Dev. Corp	X	PH 09/19/22 X	N/A	N/A
50,000 sq. ft. Ind. Bldg. (Part of Altitude Business Centre)	PL21-0061	15771 Terminal Ct	Chino	Link Logistics R.E.	X	X	X	
Pine Tree Motel expansion; 13,696 sq. ft. two-story addition with 31 rooms; 320 sq. ft. fitness room/48 parking spaces (Previous PL18-0020/PL18-0021)	PL21-0063 PL21-0064	12018 Central Ave.	Chino	J.C. Mann Arch.	X	PH 08/15/22 X		

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

149 Condo Units; TR 20161 - The Meadows	PL21-0071 PL21-0072 TTM 20173	Meadow House/Desert Holly	Chino	Beazer Homes Holding, LLC	X			
Request to subdivide one parcel into two	PL21-0074 TPM 20432	11841 Telephone Ave.	Chino	Frank Borges	X		N/A	N/A
Massage Establishment	PL21-0076	5420 Philadelphia St. Ste. F	Chino	Bao Xin Jin	X	X	X	
188 Condos on 23.60 acres MSA/SA	PL22-0002	NEC Pine Ave/E. Preserve Loop	Chino	Tri Pointe Homes	X	PH 10/17/22		
Proposed use of RV dealership	PL22-0014	Corporate Center Dr.	Chino	Crystal Cardona/ Andersen Arch	X	X		
Construct new industrial Bldgs (8,880 sq. ft)	PL22-0016	5437 Chino Ave	Chino	MNM Construction	X			
Proposed one-story Wienerschnitzel	PL22-0019	15713 Euclid Ave	Chino	Andersen Arch.	X			
Exterior T.I. project; 26,032 sq. ft. courtyard space	PL22-0020	4201 Eucalyptus Ave	Chino	Matthew Decker	X			
Old School House Museum & site improvement project	PL22-0025	5493 B Street	Chino	City of Chino	X	PH 07/18/22 X		
Transfer an existing winery for onsite and offsite consumption for wine production	PL22-0026	13788 Roswell Ave. #166	Chino	Argonza Estate	X	PH 07/18/22 X	N/A	N/A
24,891 sq. ft. industrial building	PL22-0027	Oaks Ave/Schaefer Ave	Chino	John Cataldo	X			
Industrial Bldg. in Preserve Specific Plan area	PL22-0028 PL22-0029 PL22-0030	8711 Remington Ave	Chino	Majestic Realty	X			
K-9 Private Christian School	PL22-0032	12765 Oaks Ave.	Chino	Joel Hendley	X			
197 Units (Cottages/Cluster Homes) APN 105542161/105561101 (Previously PL20-0053/PL20-0054)	PL22-0036 TR20369	Pine Ave/ E. Preserve Loop	Chino	KB Homes	X	PH 11/16/22 X		
9.75 Acre Public Park (Town Center Park)	PL22-0037	SEC Main St/Market St	Chino	Chino Preserve Dev	X			

NEW CONSTRUCTION WORKSHEET
JANUARY 2023

Subdivide 2 parcels into 4 parcels for commercial office condo units & office bldgs.	PL22-0040 TTM 20570	5578, 5592, 5624, 5632 Philadelphia St.	Chino	Chino Villa LLC	X	PH 08/15/22 X		
Subdivide one parcel creating two parcels	PL22-0043 TPM 20570	13674 San Antonio Ave.	Chino	Gilbert Salazar	X	PH 10/17/22 X	N/A	NA
Preserve Town Center; Proposed Chipotle	PL22-0048	8363 Pine Ave	Chino	John Dugan Arch	X			
1,500 sq. ft. non-habitable ADU/Barn/RV Storage	PL22-0050	6145 Joaquin St	Chino	Shiv Talwar	X	PH 01/18/23 X		
TPM 20593 to merge 2 existing parcels and subdivide to create 3 parcels	PL22-0070 TPM 20539	6699 Riverside Dr.	Chino	MM Development Inc	X			
Petco full servie veterinary clinic	PL22-0072	3820 Grand Ave	Chino	Michelle Slayden	X			
Orbis Commercial Center	PL22-0074 PL22-0075	NWC Euclid Ave/Schaefer Ave	Chino	Clark Schaefer Parners, LLC	X			
Site Developed into a trailer truck parking lot used for storage of vehicles, trailers & equipment	PL22-0081	2220 Mills Ave	Chino	Harry Heady	X			
Change of use from pre-school to church and addition; Existing Bldg. 2,685 sq. ft; addiition 833 sq. ft.	PL23-0006 (AA) PL23-0005 (SCUP)	5135 Walnut Ave.	Chino	Leo D. Cho	X			

MONTHLY FINANCIAL REPORT 3.

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: MONTHLY FINANCIAL REPORT - FEBRUARY 2023

PURPOSE:

Purpose is to present the Chino Valley Fire District's financial activity for the month ended February 28, 2023, and for the fiscal year-to-date in comparison to the Amended budget.

DISCUSSION:

This report provides revenue and expenditure information for the month of February 2023, and for the fiscal year in comparison to the 2022-23 amended budget and the prior year-to-date actual amounts.

Cyclical Nature of District Revenues and Year-End Adjustments

As District revenues are largely cyclical, the majority of District property tax revenues are received during the November/December and April/May timeframes. Readers of the District's monthly financial reports should be cautioned when drawing conclusions regarding total revenues minus total expenses in any given month. Generally, over time, a more meaningful comparison may be drawn between the current and prior year-to-date totals, as well as the year-to-date variances between budgeted and actual financial performance. Additionally, there are a number of required adjustments to the District's financial statements after each fiscal year-end which can have a significant impact on the final numbers for the fiscal year. Over the course of the fiscal year, the attached two-year revenue and expenditure comparison graphs are intended to provide a summary comparison of the District's total revenues and expenditures between the current and prior fiscal year-to-date.

RECOMMENDATION:

It is recommended that the Board of Directors of the Chino Valley Fire District receive and file this financial report.

ATTACHMENTS:

Financial Report February 2023



Chino Valley Fire District Monthly Financial Report - Summary

As of February 28, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year-to- date Actual Amount	Variance From Prior Year
Funds 100/500							
REVENUE							
Property tax revenue	\$ 1,527,200	\$ 23,115,414	\$ 38,242,619	\$ (15,127,205)	60%	\$ 21,983,070	\$ 1,132,344
Contract revenue	52,279	7,452,763	11,788,511	(4,335,748)	63%	6,506,133	946,630
Other revenue	182,881	2,684,948	3,142,180	(457,232)	85%	8,641,911	(5,956,963)
REVENUE TOTALS	\$ 1,762,359	\$ 33,253,125	\$ 53,173,310	\$ (19,920,185)	63%	\$ 37,131,114	\$ (3,877,989)
EXPENSE							
Salaries and benefits	\$ 2,986,951	\$ 28,583,882	\$ 44,332,516	\$ 15,748,634	64%	\$ 28,427,651	\$ 156,231
Services and supplies	330,781	3,567,797	7,622,839	4,055,042	47%	3,307,546	260,250
Capital outlay	-	639,580	1,586,651	947,071	40%	774,872	(135,292)
EXPENSE TOTALS	\$ 3,317,732	\$ 32,791,259	\$ 53,542,006	\$ 20,750,747	61%	\$ 32,510,069	\$ 281,190
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 1,762,359	\$ 33,253,125	\$ 53,173,310	\$ (19,920,185)	63%	\$ 37,131,114	\$ (3,877,989)
EXPENSE TOTALS	\$ 3,317,732	\$ 32,791,259	\$ 53,542,006	\$ 20,750,747	61%	\$ 32,510,069	\$ 281,190
Funds 100/500 - Net Gain (Loss)	\$ (1,555,373)	\$ 461,866	\$ (368,696)	\$ 830,562	(125%)	\$ 4,621,045	\$ (4,159,179)
Transfers In - Capital Replacement	\$ -	\$ 63,722	\$ 63,722	\$ -	100%		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue	438,258	416,145	-	416,145		(104,197)	520,342
REVENUE TOTALS	\$ 438,258	\$ 416,145	\$ -	\$ 416,145		\$ (104,197)	\$ 520,342
EXPENSE							
Services and supplies	750	5,256	-	5,256		5,264	(8)
EXPENSE TOTALS	\$ 750	\$ 5,256	\$ -	\$ 5,256		\$ 5,264	\$ (8)
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ 438,258	\$ 416,145	\$ -	\$ 416,145		\$ (104,197)	\$ 520,342
EXPENSE TOTALS	\$ 750	\$ 5,256	\$ -	\$ 5,256		\$ 5,264	\$ (8)
Fund 800 - Restrictcd Assets Net Gain	\$ 437,508	\$ 410,889	\$ -	\$ 410,889		\$ (109,461)	\$ 520,350
Grand Totals, All Funds							
REVENUE TOTALS, INCL.	\$ 2,200,617	\$ 33,732,992	\$ 53,237,032	\$ (19,504,040)		\$ 37,026,917	\$ (3,357,647)
EXPENSE TOTALS	\$ 3,318,482	\$ 32,796,515	\$ 53,542,006	\$ 20,745,491		\$ 32,515,333	\$ 281,182
Grand Total Net Gain (Loss)	\$ (1,117,865)	\$ 936,477	\$ (304,974)	\$ 1,241,451		\$ 4,511,584	\$ (3,638,829)



Chino Valley Fire District

Monthly Financial Report

As of February 28, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Funds 100/500							
REVENUE							
Property tax revenue							
Property tax - current secured	\$ 1,495,357	\$ 20,572,251	\$ 34,609,174	\$ (14,036,923)	59%	\$ 19,289,367	\$ 1,282,884
Property tax - current unsecured	8,695	1,368,205	1,376,720	(8,516)	99%	1,294,669	73,536
Property tax - current utility	-	101,998	681,836	(579,838)	15%	447,431	(345,434)
Property tax - prior and penalty	28,864	765,599	800,000	(34,401)	96%	688,764	76,835
Property tax - home owner's exemption	-	113,021	314,505	(201,484)	36%	120,513	(7,493)
Property tax - supplemental	(5,716)	190,845	415,384	(224,539)	46%	122,570	68,275
Property tax - weed abatement	-	3,497	45,000	(41,503)	8%	19,756	(16,260)
Property tax revenue Totals	1,527,200	23,115,414	38,242,619	(15,127,205)	60%	21,983,070	1,132,344
Contract revenue							
Current services	52,279	7,452,763	11,788,511	(4,335,748)	63%	6,506,133	946,630
Contract revenue Totals	52,279	7,452,763	11,788,511	(4,335,748)	63%	6,506,133	946,630
Other revenue							
Permit and inspection fees	99,819	851,929	1,572,597	(720,668)	54%	979,400	(127,471)
Weed abatement	16,116	51,071	30,000	21,071	170%	1,112	49,959
Other sales	-	1,102	3,000	(1,898)	37%	2,011	(908)
Other revenue	36,860	75,455	90,000	(14,545)	84%	29,249	46,207
Mutual aid recoveries	29,578	1,564,818	500,000	1,064,818	313%	4,304,329	(2,739,511)
Grants	-	-	30,000	(30,000)	0%	3,325,209	(3,325,209)
Sale of fixed assets	-	-	-	-	+++	300	(300)
Donations	-	-	1,000	(1,000)	0%	-	-
Capital acquisitions	-	-	790,583	(790,583)	0%	-	-
Interest revenue	509	140,572	125,000	15,572	112%	302	140,270
Other revenue Totals	182,881	2,684,948	3,142,180	(457,232)	85%	8,641,911	(5,956,963)
REVENUE TOTALS	\$ 1,762,359	\$ 33,253,125	\$ 53,173,310	\$ (19,920,185)	63%	\$ 37,131,114	\$ (3,877,989)



Chino Valley Fire District Monthly Financial Report

As of February 28, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
EXPENSE							
Salaries and benefits							
Salaries regular	\$ 1,508,461	\$ 12,211,336	\$ 20,723,832	\$ 8,512,496	59%	\$ 11,034,366	\$ 1,176,969
Salaries - part time	5,295	87,074	71,586	(15,488)	122%	58,967	28,107
Uniform allowance	-	49,914	48,850	(1,064)	102%	43,879	6,036
Coverage - training and support	120,390	1,102,473	1,073,826	(28,647)	103%	2,031,874	(929,401)
Coverage - emergency response and leave	333,383	3,245,517	3,997,468	751,951	81%	3,500,275	(254,758)
Coverage - worker's compensation	75,902	467,708	1,200,000	732,292	39%	849,110	(381,401)
Call back or standby	775	6,882	11,315	4,433	61%	6,882	-
Separation payments	14,468	135,005	404,000	268,995	33%	216,940	(81,935)
Special compensation	60,029	485,310	806,791	321,481	60%	426,051	59,259
Annual leave buyback	-	-	600,000	600,000	0%	70,641	(70,641)
PERS retirement	451,698	7,096,231	8,561,905	1,465,674	83%	6,319,915	776,316
Survivor's benefits	267	2,157	12,398	10,241	17%	2,035	122
Long term disability	1,387	11,803	33,468	21,665	35%	13,376	(1,574)
Unemployment insurance	181	17,354	17,024	(330)	102%	14,716	2,638
Health and dental insurance	241,909	1,951,487	3,625,760	1,674,273	54%	1,789,800	161,687
Social security medicare	30,332	256,288	339,068	82,780	76%	262,937	(6,649)
State disability insurance	2,579	20,979	38,160	17,181	55%	19,582	1,396
Worker's compensation expense	54,269	755,633	1,550,000	794,367	49%	1,169,365	(413,733)
Life insurance	6,688	53,599	91,141	37,542	59%	49,935	3,664
Deferred comp benefit	73,569	587,161	914,044	326,883	64%	509,250	77,912
Technology Allowance	5,369	39,971	64,380	24,409	62%	37,374	2,598
Tuition reimbursement	-	-	147,500	147,500	+++	381	(381)
Salaries and benefits Totals	2,986,951	28,583,882	44,332,516	15,748,634	64%	28,427,651	156,231



Chino Valley Fire District

Monthly Financial Report

As of February 28, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Services and supplies							
Clothing	62,025	127,556	303,287	175,731	42%	60,341	67,215
Telephone	10,019	141,214	274,080	132,866	52%	144,632	(3,418)
Cellular phones	6,353	48,092	74,160	26,068	65%	41,310	6,782
Electronic equipment maintenance	25,829	350,648	527,774	177,126	66%	250,341	100,307
Food	-	1,151	13,750	12,599	8%	4,574	(3,422)
Memberships	2,125	19,968	40,697	20,729	49%	16,107	3,861
Publications	365	6,485	16,140	9,655	40%	3,019	3,466
Legal postings	-	4,410	11,800	7,390	37%	4,812	(402)
Small tools and equipment	14,350	107,843	275,717	167,874	39%	46,961	60,882
Inventory equipment	9,910	106,912	190,050	83,138	56%	34,303	72,609
Non-inventory equipment	3,072	34,867	275,180	240,313	13%	55,919	(21,052)
Special department expenses	3,084	23,012	78,125	55,113	29%	25,230	(2,218)
Training	18,102	157,306	383,624	226,318	41%	74,608	82,697
Utilities	26,648	201,711	305,664	103,953	66%	173,454	28,257
General liability insurance	977	503,369	500,000	(3,369)	101%	427,002	76,367
Office supplies	6,364	28,638	56,000	27,362	51%	23,367	5,270
Postage	498	9,089	20,000	10,911	45%	6,727	2,362
Printing	1,377	2,611	42,700	40,089	6%	10,543	(7,932)
Services - auditing	-	20,500	21,000	500	98%	18,905	1,595
County services	-	-	370,000	370,000	0%	-	-
Services - legal	-	29,419	350,000	320,581	8%	166,098	(136,679)
Services - dispatch	2,374	538,407	704,588	166,181	76%	474,504	63,903
Services - other	27,282	368,263	1,193,378	825,115	31%	309,993	58,270
General household expense	2,455	21,529	27,420	5,891	79%	16,829	4,700
Medical supplies	16,773	135,035	259,827	124,792	52%	145,071	(10,035)
Vehicle maintenance	27,738	178,863	355,400	176,537	50%	323,448	(144,585)
Equipment maintenance	9,119	34,868	127,403	92,535	27%	26,958	7,910
Fuel	17,030	164,724	300,000	135,276	55%	131,623	33,101
Structure maintenance	36,913	201,332	525,075	323,743	38%	289,546	(88,214)
Structure rent/lease	-	(25)	-	25	+++	1,320	(1,345)
Services and supplies Totals	330,781	3,567,797	7,622,839	4,055,042	47%	3,307,546	260,250



Chino Valley Fire District Monthly Financial Report

As of February 28, 2023

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Capital outlay							
Capital - land	-	-	-	-	+++	-	-
Capital - structure improvements	-	9,470	810,583	801,113	1%	19,398	(9,928)
Capital - equipment	-	323,466	342,070	18,604	95%	79,760	243,706
Capital - vehicles	-	306,644	433,998	127,354	71%	675,714	(369,070)
Capital - lease purchase equipment	-	-	-	-	+++	-	-
Capital outlay Totals	-	639,580	1,586,651	947,071	40%	774,872	(135,292)
EXPENSE TOTALS	\$ 3,317,732	\$ 32,791,259	\$ 53,542,006	\$ 20,750,747	61%	\$ 32,510,069	\$ 281,190
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 1,762,359	\$ 33,253,125	\$ 53,173,310	\$ (19,920,185)	63%	\$ 37,131,114	\$ (3,877,989)
EXPENSE TOTALS	3,317,732	32,791,259	53,542,006	20,750,747	61%	32,510,069	281,190
Fund 100/500 - Net Gain (Loss)	\$ (1,555,373)	\$ 461,866	\$ (368,696)	\$ 830,562	(125%)	\$ 4,621,045	\$ (4,159,179)
Transfers In - Capital Replacement	\$ -	\$ 63,722	\$ 63,722	\$ -	100%		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue							
Restricted - Sec115 Trust Interest	438,258	416,145				(104,197)	520,342
REVENUE TOTALS	\$ 438,258	\$ 416,145				\$ (104,197)	\$ 520,342
EXPENSE							
Services and supplies							
Restricted - Sec115 Trust Admin Expense	750	5,256				5,264	(8)
EXPENSE TOTALS	\$ 750	\$ 5,256				\$ 5,264	\$ (8)
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ 438,258	\$ 416,145				\$ (104,197)	\$ 520,342
EXPENSE TOTALS	750	5,256				5,264	(8)
Fund 800 - Restrcted Assets Net Gain (Loss)	\$ 437,508	\$ 410,889				\$ (109,461)	\$ 520,350
Grand Totals, All Funds							
REVENUE TOTALS, INCL. TRANSFERS IN	\$ 2,200,617	\$ 33,732,992	\$ 53,237,032	\$ (19,504,040)		\$ 37,026,917	\$ (3,293,925)
EXPENSE TOTALS	3,318,482	32,796,515	53,542,006	20,745,491		32,515,333	(281,182)
Grand Total Net Gain (Loss)	\$ (1,117,865)	\$ 936,477	\$ (304,974)	\$ 1,241,451		\$ 4,511,584	\$ (3,575,107)

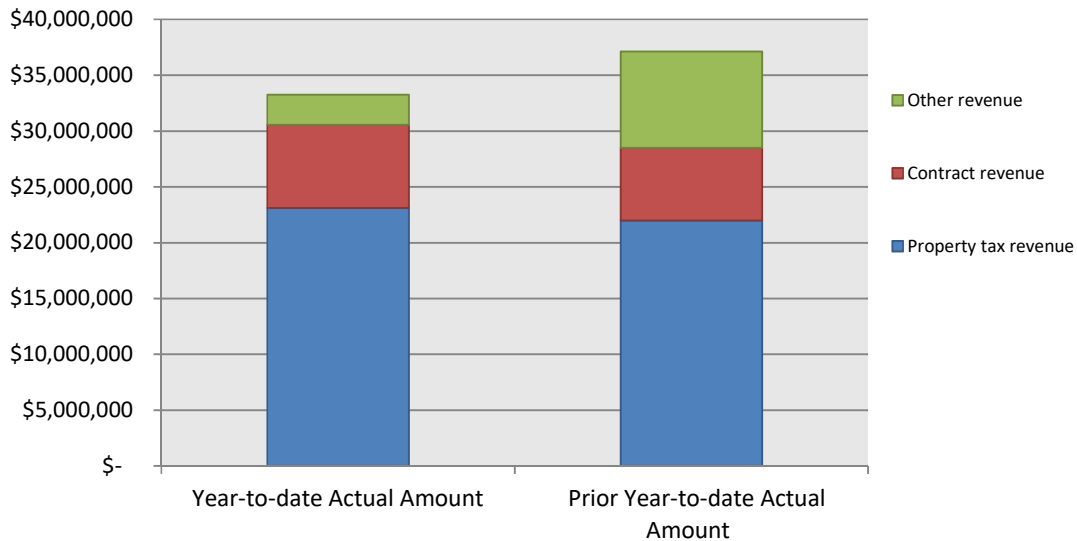


Chino Valley Fire District

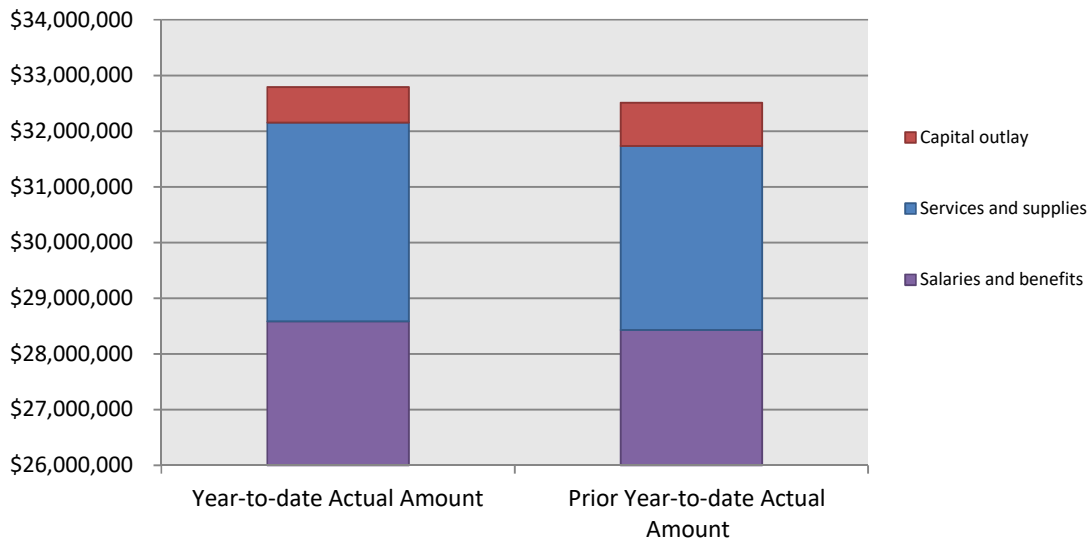
Monthly Financial Report - Graphs

As of February 28, 2023

Two-Year Revenue Comparison*



Two-Year Expenditure Comparison*



*Excludes restricted 115 Trust activity

MONTHLY TREASURER'S REPORT 4.

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: MONTHLY TREASURER'S REPORT - JANUARY 2023

PURPOSE:

Purpose of this report is to inform the Board of Directors of current investment activities of the Chino Valley Fire District.

DISCUSSION:

Attached is a summary of the cash in bank and District investments. The information is displayed graphically as follows:

Chart 1: Presents a Two Year Overview of Cash Deposits and Unrestricted Investment Funds.

Chart 1A: Presents a One Year Overview of Restricted Investment Funds.

Chart 2: Presents an Overview of Total Cash and Unrestricted Investments beginning January 1996 to date.

Chart 3: Presents an Overview of the Rate of Return from the LAIF account beginning January 1996 to date.

As the District generally observes a "buy and hold" strategy, the District typically holds investments until maturity, unless called by the issuing agency, if applicable. Accordingly, fluctuating market values of the District's fixed instrument investments, while noted in this report, are only realized if these investments are liquidated prior to maturity. Government accounting standards require that the District account for market values below cost, if applicable.

In FY17, the District deposited \$5 million into a Section 115 Retirement Trust and another \$1.4 million after inception. Funds accumulated in the Trust are legally restricted for use in paying down pension obligations. Accordingly, 115 Trust funds are reported in the Treasurer's Report as restricted investments. Chart 1A also includes funds received in February 2022 from the City of Chino Hills under an agreement for construction of Fire Station 68 in Chino Hills. By agreement, these funds are

restricted for construction of the new fire station.

The Sweep earned a posted rate of return of 0.10% as of January 31.

The monthly average rate of return on the LAIF account was 2.173% for December. The daily yield as of February 22 was 2.65%.

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this Treasurer's Report for the period.

ATTACHMENTS:

Treasurer's Report January 2023

Chino Valley Independent Fire District
Cash & Investment Statement
TREASURER'S REPORT FOR THE PERIOD ENDING:
January 2023

	CASH ACCOUNTS			DISTRICT INVESTMENT PORTFOLIO - UNRESTRICTED				RESTRICTED			
	Citizens Business Bank	US Bank		Overnight Sweep	Other Investments	LAIF	Total Unrestricted Cash & Investments	Principal 115 Trust Investment*	Return on 115 Trust Investment (Cumulative)^	115 Trust Balance	Construction Funds Account (Fire Stn 68)
Percent of Portfolio				2.4%	18.0%	79.6%	100%				
January 2023	\$ 1,727,287	\$ 16,803	\$ 759,864	\$ 5,722,350	\$ 25,312,282	\$ 33,538,586	\$ 6,417,137	\$ 1,810,836	\$ 8,227,973	\$ 3,957,476	
December 2022	\$ 1,839,548	\$ 15,246	\$ 14,941,934	\$ 5,697,380	\$ 11,954,987	\$ 34,449,095	\$ 6,417,137	\$ 1,587,088	\$ 8,004,225	\$ 3,956,804	
November 2022	\$ 1,718,771	\$ 14,371	\$ 2,187,912	\$ 5,668,242	\$ 11,954,987	\$ 21,544,283	\$ 6,417,137	\$ 1,172,538	\$ 7,589,675	\$ 3,956,479	
October 2022	\$ 1,786,759	\$ 13,067	\$ 1,828,877	\$ 5,650,255	\$ 8,954,986	\$ 18,233,944	\$ 6,417,137	\$ 915,438	\$ 7,332,575	\$ 3,956,143	
September 2022	\$ 1,748,565	\$ 11,531	\$ 718,330	\$ 5,665,974	\$ 12,393,298	\$ 20,537,698	\$ 6,417,137	\$ 1,488,946	\$ 7,906,083	\$ 3,955,818	
August 2022	\$ 1,559,973	\$ 5,699	\$ 894,990	\$ 3,236,491	\$ 16,393,298	\$ 22,090,451	\$ 6,417,137	\$ 1,762,683	\$ 8,179,820	\$ 3,955,460	
July 2022	\$ 1,614,948	\$ 5,663	\$ 746,126	\$ 3,253,474	\$ 18,893,298	\$ 24,513,509	\$ 6,417,137	\$ 1,399,947	\$ 7,817,084	\$ 3,955,146	
June 2022	\$ 1,593,232	\$ 4,135	\$ 637,584	\$ 3,243,223	\$ 26,842,137	\$ 32,320,311	\$ 6,417,137	\$ 1,989,739	\$ 8,406,876	\$ 3,954,821	
May 2022	\$ 1,775,043	\$ 3,274	\$ 271,834	\$ 3,267,588	\$ 29,592,137	\$ 34,909,876	\$ 6,417,137	\$ 2,047,340	\$ 8,464,477	\$ 3,954,474	
April 2022	\$ 1,885,033	\$ 1,992	\$ 1,577,739	\$ 3,260,529	\$ 30,342,137	\$ 37,067,430	\$ 6,103,369	\$ 2,343,114	\$ 7,893,114	\$ 4,000,405	
March 2022	\$ 1,829,618	\$ 572	\$ 2,494,572	\$ 3,287,639	\$ 20,323,821	\$ 27,936,222	\$ 5,550,000	\$ 2,468,218	\$ 8,018,218	\$ 4,000,066	
February 2022	\$ 1,723,025	\$ 3,151	\$ 1,426,473	\$ 2,846,127	\$ 23,523,821	\$ 29,522,597	\$ 5,550,000	\$ 2,296,178	\$ 7,846,178		
January 2022	\$ 1,706,170	\$ 3,106	\$ 1,312,415	\$ 2,899,825	\$ 24,523,821	\$ 30,445,337	\$ 5,550,000	\$ 3,429,589	\$ 8,979,589		
December 2021	\$ 1,689,845	\$ 1,633	\$ 2,790,218	\$ 2,907,357	\$ 20,519,267	\$ 27,908,320	\$ 5,550,000	\$ 2,811,804	\$ 8,361,804		
November 2021	\$ 1,789,397	\$ 252,759	\$ 4,904,304	\$ 2,411,321	\$ 7,019,267	\$ 16,377,048	\$ 5,550,000	\$ 2,700,952	\$ 8,250,952		
October 2021	\$ 1,613,466	\$ 252,693	\$ 1,809,228	\$ 2,412,044	\$ 5,119,267	\$ 11,206,698	\$ 5,550,000	\$ 2,781,925	\$ 8,331,925		
September 2021	\$ 1,451,973	\$ 2,166	\$ 527,655	\$ 2,665,302	\$ 8,910,481	\$ 13,557,577	\$ 5,550,000	\$ 2,678,587	\$ 8,228,587		
August 2021	\$ 1,847,932	\$ 2,236	\$ 2,058,391	\$ 2,169,155	\$ 11,410,481	\$ 17,488,195	\$ 5,550,000	\$ 2,577,679	\$ 8,127,679		
July 2021	\$ 1,749,009	\$ 2,339	\$ 516,157	\$ 2,168,852	\$ 15,160,481	\$ 19,596,838	\$ 5,550,000	\$ 2,577,679	\$ 8,127,679		
June 2021	\$ 1,581,439	\$ 1,786	\$ 1,110,884	\$ 1,668,133	\$ 22,242,163	\$ 26,604,405	\$ 5,550,000	\$ 2,411,841	\$ 7,961,841		
May 2021	\$ 1,583,230	\$ 1,854	\$ 2,306,466	\$ 1,669,791	\$ 24,242,163	\$ 29,803,504	\$ 5,380,000	\$ 2,189,419	\$ 7,569,419		
April 2021	\$ 1,586,526	\$ 1,976	\$ 495,208	\$ 1,169,434	\$ 25,742,163	\$ 28,995,307	\$ 5,380,000	\$ 2,101,482	\$ 7,481,482		
March 2021	\$ 1,627,467	\$ 500,000	\$ 449,093	\$ 1,169,046	\$ 15,224,309	\$ 18,969,915	\$ 5,380,000	\$ 2,207,989	\$ 7,587,989		
February 2021	\$ 1,550,087	\$ -	\$ 596,570	\$ 1,169,635	\$ 16,724,309	\$ 20,040,601	\$ 5,380,000	\$ 1,569,681	\$ 6,949,681		

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
January 2023

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
12/31/2012	\$ 1,000,000	CalTRUST Investment Trust of CA	Pooled	\$ 1,000,000	\$ 1,124,274	\$ 1,133,729	\$ (37,006)	0.84%	n/a	N/A	N/A			Funds available
Shares:	103,944.369	Medium Term Fund Local Agency Pool	Investment Funds	\$ 10.08	\$ 9.71	\$ 9.77								for withdrawal only after providing five days notice.
4/13/2021	\$ 249,000	BMO Harris Bank 5 year Certificate of Deposit - 1.00% CUSIP #: 05600XCP3 FDIC Insured up to \$250,000 Interest payable quarterly	Certificate of Deposit	\$ 249,000	\$ 222,035	\$ 222,486	\$ (26,514)	1.00%	4/13/2026	628 614 621 628	1/10/2023 4/10/2023 7/10/2023 10/10/2023			Callable quarterly
7/12/2021	\$ 500,000	Federal Home Loan Bank Bond - 0.35% Coupon, Purchased at 99.851 Term: 3 Years CUSIP #: 3130AMV82 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 499,255	\$ 466,719	\$ 468,826	\$ (30,429)	0.40%	7/12/2024	875 875	1/12/2023 7/12/2023			Callable Quarterly
9/23/2021	\$ 249,000	UBS Bank USA 3 year Certificate of Deposit - 0.65% CUSIP #: 90348JT42 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 249,000	\$ 232,564	\$ 233,199	\$ (15,801)	0.65%	9/23/2024	\$ 135	Monthly			
9/23/2021	\$ 248,000	Sallie Mae Bank 5 year Certificate of Deposit - 1.05% CUSIP #: 795451AV5 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 218,410	\$ 218,801	\$ (29,199)	1.05%	9/22/2026	1,291 1,313	3/22/2023 9/22/2023			
12/8/2021	\$ 250,000	Federal Home Loan Bank Bond - 1.0% Coupon, Purchased at 99.191 Term: 3 Years CUSIP #: 3130APK46 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 247,978	\$ 231,126	\$ 232,439	\$ (15,539)	1.00%	12/27/2024	\$ 913 \$ 913	4/27/2023 10/27/2023			Callable quarterly
12/13/2021	\$ 250,000	Federal Farm Credit Bureau Bond - 0.66% Coupon, Purchased at par Term: 2 Years CUSIP #: 3133ENGW4 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 250,000	\$ 239,909	\$ 240,885	\$ (9,115)	0.66%	12/13/2023	\$ 825 \$ 825	12/13/2022 6/13/2023			Callable anytime
3/4/2022	\$ 250,000	BMW Bank 3 year Certificate of Deposit - 1.80% CUSIP #: 05580AK37 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 247,000	\$ 232,833	\$ 233,356	\$ (13,644)	1.80%	3/4/2025	2,205 2,241	3/4/2023 9/4/2023			
3/9/2022	\$ 250,000	American Express National Bank 3 year Certificate of Deposit - 1.80% CUSIP #: 02589ABP6 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 247,000	\$ 232,733	\$ 233,252	\$ (13,748)	1.80%	3/10/2025	2,205 2,241	3/10/2023 9/4/2023			

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
January 2023

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
3/23/2022	\$ 500,000	United States Treasury 2 year U.S. Treasury Note - 2% CUSIP #: 91282CDM0 Interest payable semi-annually	Treasury Note	\$ 488,402	\$ 481,055	\$ 482,696	\$ (5,706)	2.00%	11/30/2023	\$ 1,250 1,250	11/30/2022 5/30/2023			114 days of accrued interest - \$782.97
9/12/2022	2,032,000	United States Treasury 6 Month U.S. Treasury Note - 3.32%	Treasury Note	\$ 1,999,336	\$ 2,015,722	\$ 2,022,681	\$ 23,345	3.35%	3/9/2023	\$ 32,664	3/9/2023			

Current Month Investment Trading Activity:

NONE

	% of Portfolio ²	% Allowed per Policy	Investments At Cost ¹	Prior Month Market Value	Current Month Market Value
Pooled Investment Funds (JPA) ¹	4%	No limit	\$ 1,133,729	\$ 1,124,274	\$ 1,133,729
Certificates of Deposit ²	4%	30%	1,240,000	1,138,575	1,141,094
Federal Agency Obligations	3%	No limit	997,233	937,754	942,150
Treasury Bills	6%	No limit	1,999,336	2,015,722	2,022,681
Treasury Notes	2%	No limit	488,402	481,055	482,696
			\$ 5,858,700	\$ 5,697,380	\$ 5,722,350

¹Investment at cost value, plus unrealized losses (if any), and accrued interest

²Of total investment portfolio, including Sweep & LAIF Investments



Chart 1: Cash & Unrestricted Investment Balances Two Year Perspective

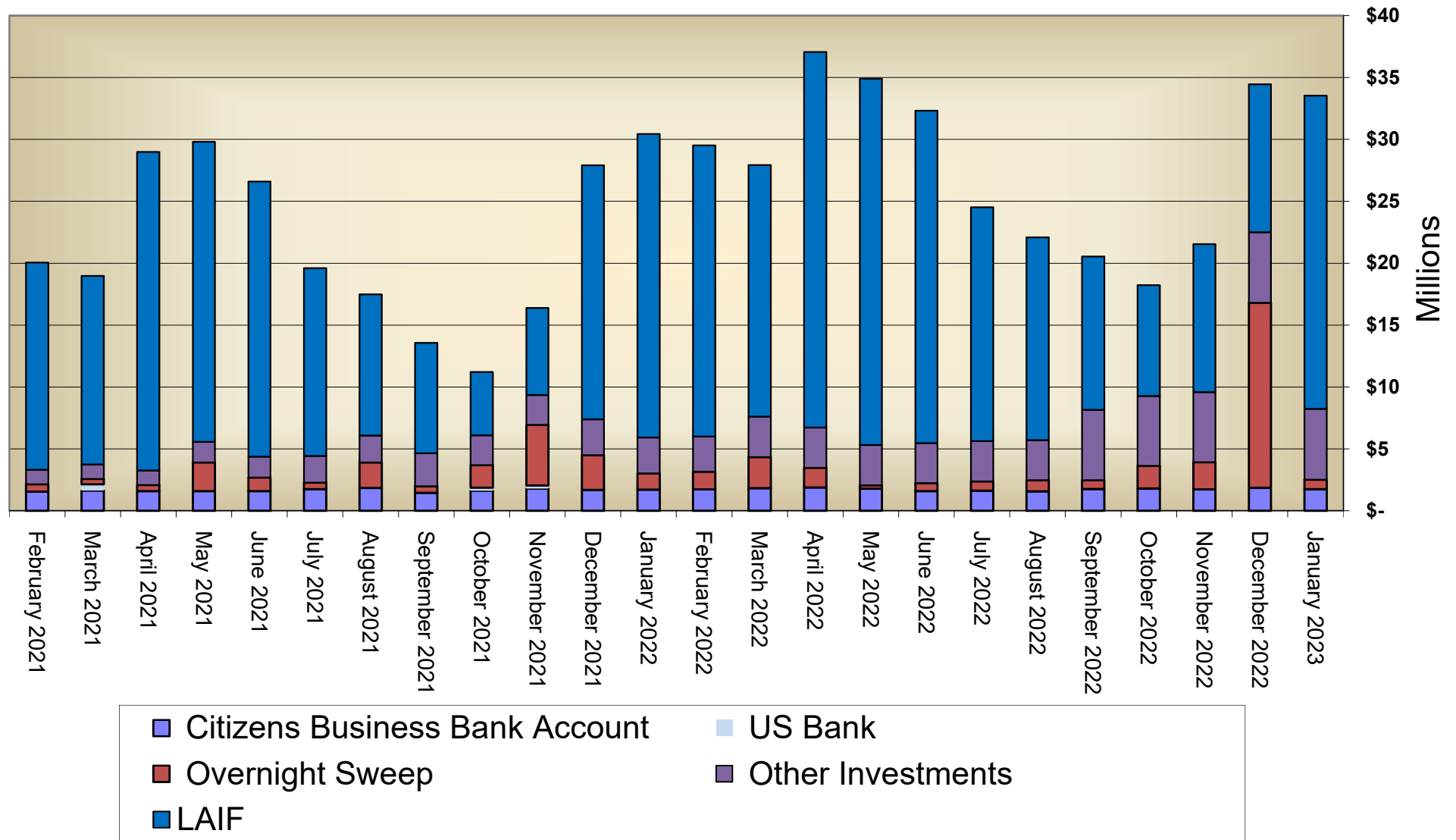




Chart 1A: Restricted Investment Balances Two Year Perspective

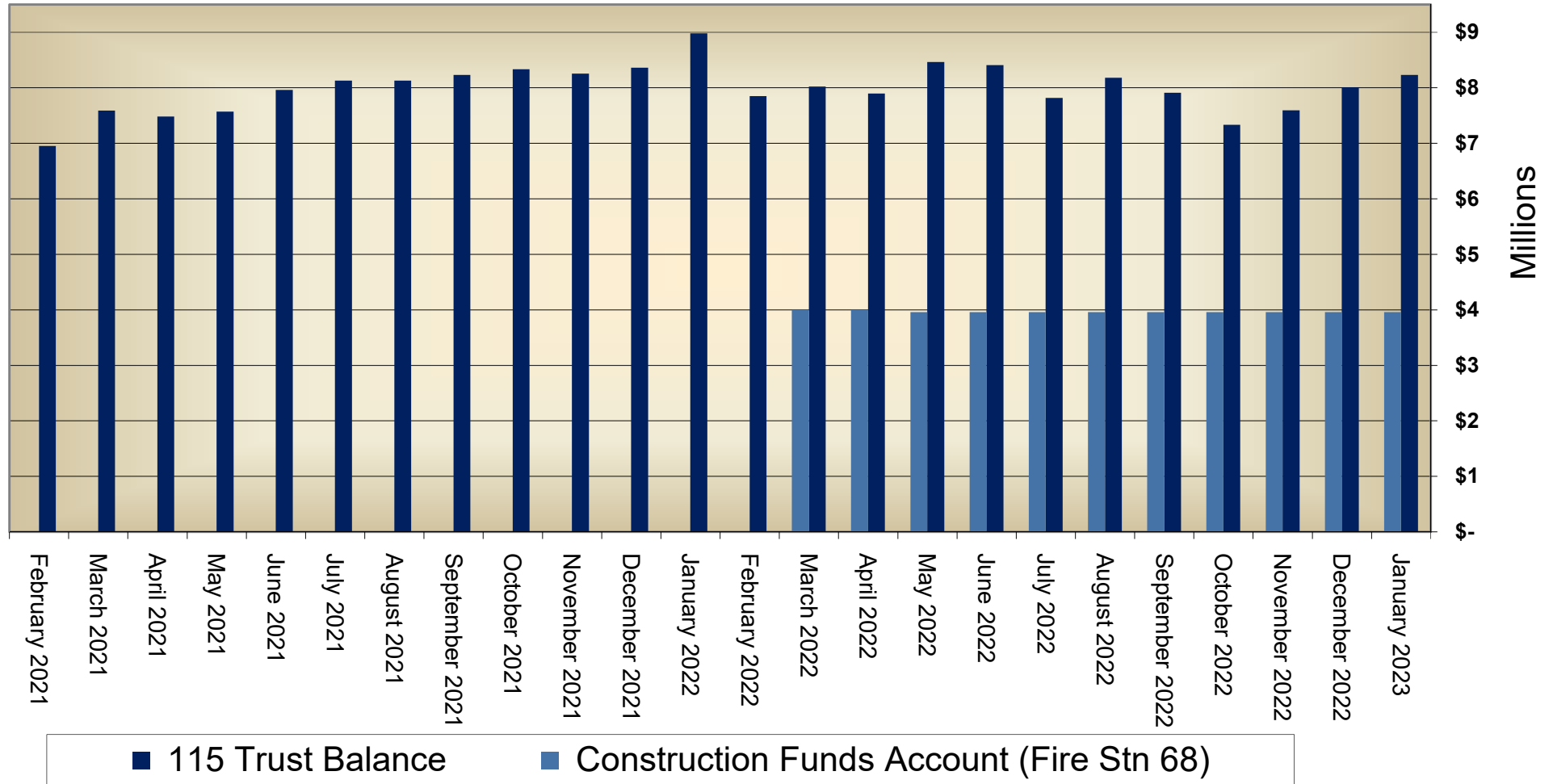
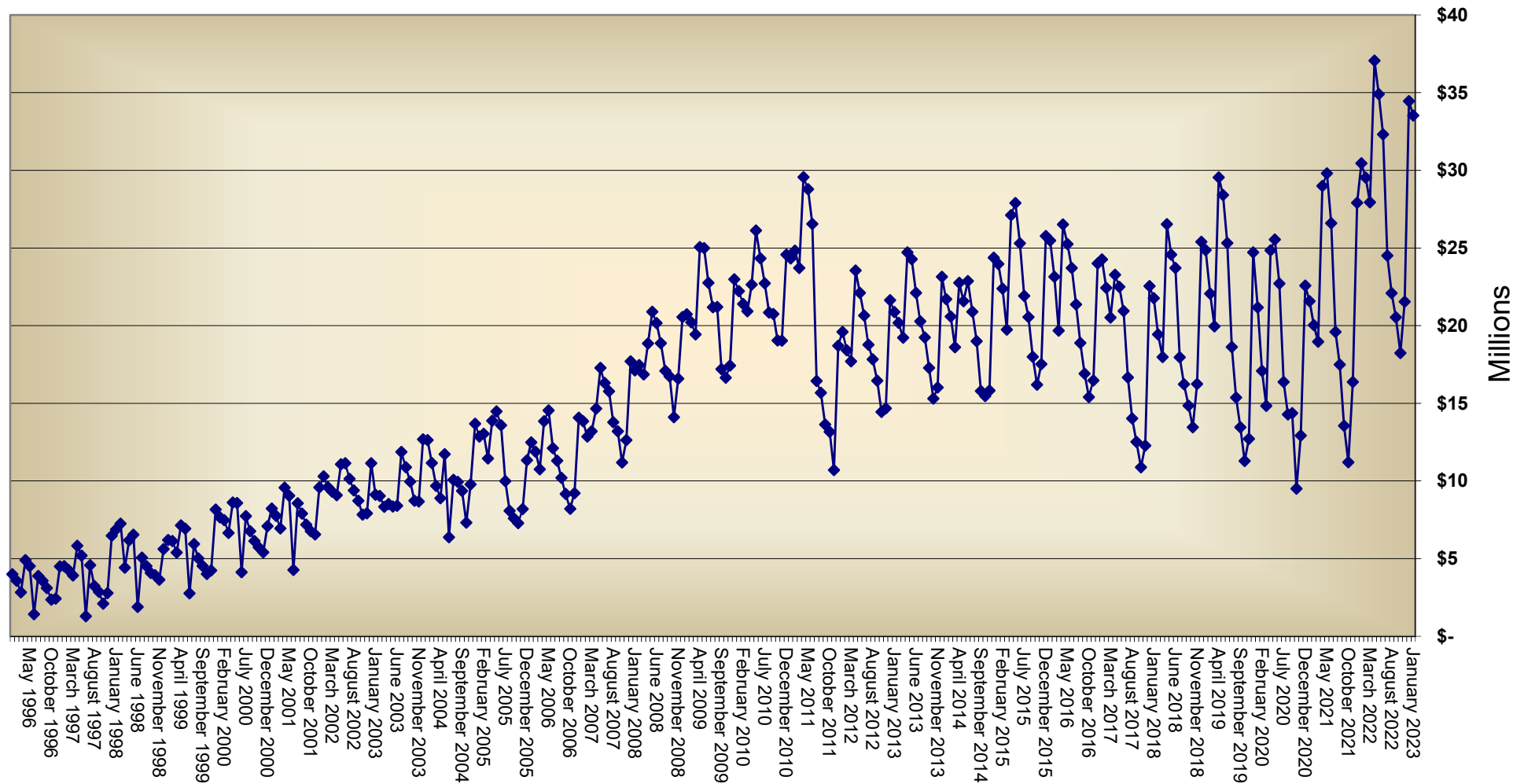




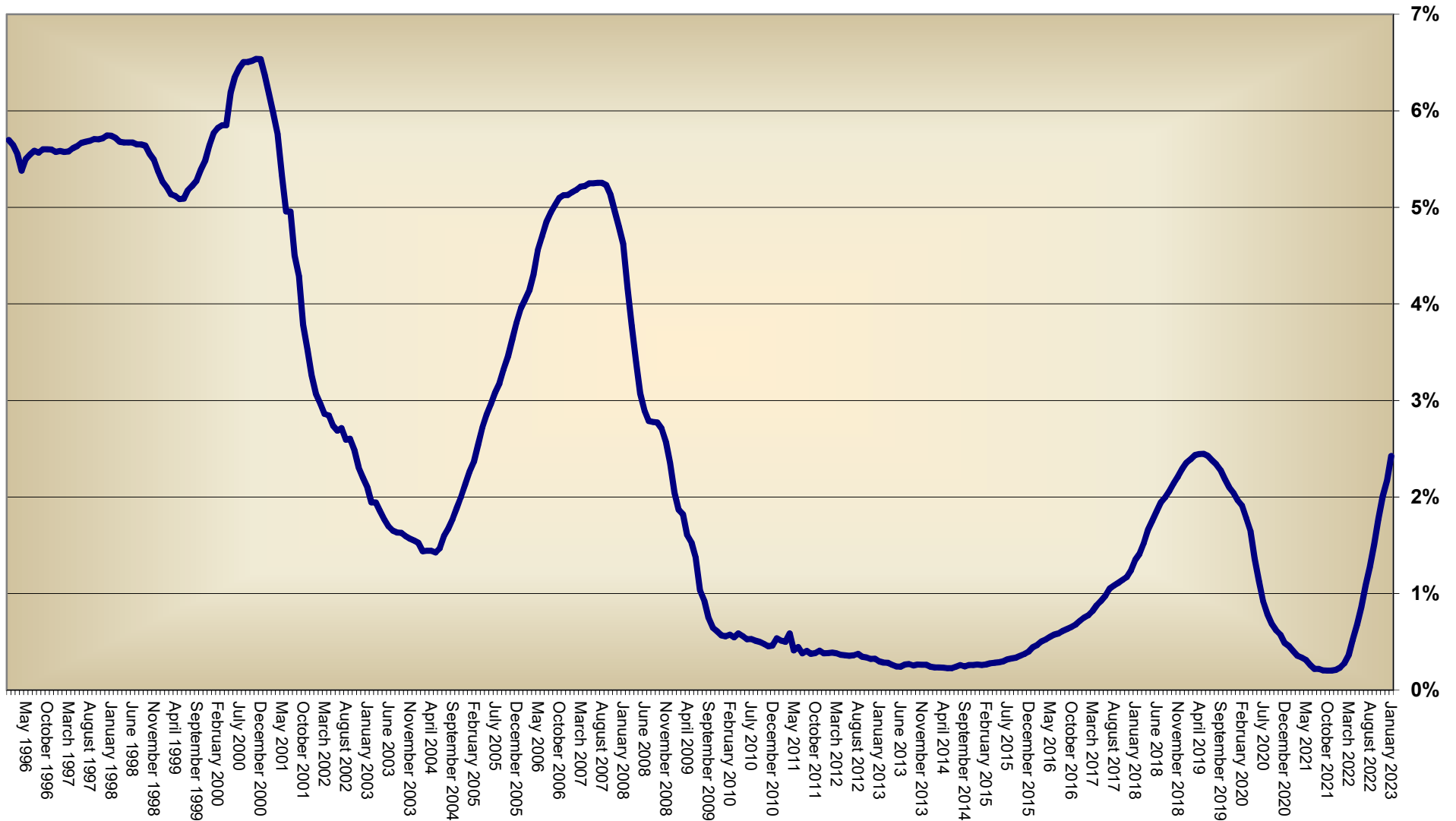
Chart 2: Total Cash & Unrestricted Investments January 1996 to date*



**Note: The District paid off pension side-fund obligations totaling approximately \$4.75 million in July, 2011 & deposited \$5 million into a IRS Section 115 Retirement Trust in April 2017. Funds in the 115 Trust are legally restricted to fund pension obligations.*



Chart 3: LAIF Historical Rate of Return January 1996 to date



**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: WARRANTS FOR FEBRUARY 2023 #56912 THROUGH #57064

PURPOSE:

I have reviewed the warrants below and recommend approval.

<u>NUMBER</u>	<u>WARRANTS</u>	<u>DATE</u>	<u>AMOUNT</u>
2023-457	56912 – 56951	02/01/2023	\$97,267.14
2023-468	56952 – 56993	02/08/2023	79,059.37
2023-476	56994 – 57016	02/15/2023	123,841.97
2023-486	57017 – 57064	02/22/2023	77,094.92
VOIDS:		TOTAL	\$377,263.40

RECOMMENDATION:

Expenses as audited are within budget for warrants 56912 through 57064 and are hereby submitted for approval.

ATTACHMENTS:

Warrants for February 2023

Chino Valley Fire District
February 1, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 02/01/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	02/01/2023	56912 Accounts Payable	A1 SMOG TEST AND REPAIR		65.00
Check	02/01/2023	56913 Accounts Payable	ALL STAR FIRE EQUIPMENT INC		436.39
Check	02/01/2023	56914 Accounts Payable	B & B LOCK & SECURITY INC		630.13
Check	02/01/2023	56915 Accounts Payable	BARKER, ADAM		716.00
Check	02/01/2023	56916 Accounts Payable	BCN FINANCIAL INC		54.00
Check	02/01/2023	56917 Accounts Payable	BRAVO BURGERS		173.60
Check	02/01/2023	56918 Accounts Payable	CALIFORNIA TOOL & WELDING SUPPLY		175.45
Check	02/01/2023	56919 Accounts Payable	CDW GOVERNMENT- INC		1,171.82
Check	02/01/2023	56920 Accounts Payable	CHARTER COMMUNICATIONS INC		119.97
Check	02/01/2023	56921 Accounts Payable	CHINO MOWER AND EQUIPMENT INC		2,934.96
Check	02/01/2023	56922 Accounts Payable	CITY OF CHINO		512.38
Check	02/01/2023	56923 Accounts Payable	CITY OF CHINO HILLS		1,005.33
Check	02/01/2023	56924 Accounts Payable	DOMESTIC DIESEL AND AUTO SERVICE INC		159.55
Check	02/01/2023	56925 Accounts Payable	FIRE CONNECTION APPAREL INC		8,285.66
Check	02/01/2023	56926 Accounts Payable	FSS ALARMS		1,509.00
Check	02/01/2023	56927 Accounts Payable	GOODYEAR COMMERCIAL TIRE		1,911.35
Check	02/01/2023	56928 Accounts Payable	GoTO TECHNOLOGIES USA INC		2,104.31
Check	02/01/2023	56929 Accounts Payable	GROUP 1 PRODUCTIONS 2.0 INC		13,750.00
Check	02/01/2023	56930 Accounts Payable	HdL COREN & CONE INC		4,625.00
Check	02/01/2023	56931 Accounts Payable	IMS REFRIGERATION INC		2,915.63
Check	02/01/2023	56932 Accounts Payable	INLAND OVERHEAD DOOR COMPANY INC		601.50
Check	02/01/2023	56933 Accounts Payable	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS INC.		335.00
Check	02/01/2023	56934 Accounts Payable	KIMCO STAFFING SERVICES INC.		2,110.82
Check	02/01/2023	56935 Accounts Payable	KOESTER, STEVEN		320.00
Check	02/01/2023	56936 Accounts Payable	MCKESSON MEDICAL SURGICAL		930.08
Check	02/01/2023	56937 Accounts Payable	PFM ASSET MANAGEMENT INC		1,944.39
Check	02/01/2023	56938 Accounts Payable	PHENIX TECHNOLOGY, INC		1,927.88
Check	02/01/2023	56939 Accounts Payable	PYRO-COMM SYSTEMS, INC		55.17
Check	02/01/2023	56940 Accounts Payable	SAM'S CLUB DIRECT		1,212.38
Check	02/01/2023	56941 Accounts Payable	SB COUNTY-DEPT OF INNOVATION AND TECHNOLOGY		11,963.60
Check	02/01/2023	56942 Accounts Payable	SEDGWICK CMS INC		330.00

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Chino Valley Fire District
February 1, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 02/01/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	02/01/2023	56943 Accounts Payable	SOUTHWEST PATROL INC		320.00
Check	02/01/2023	56944 Accounts Payable	STATE FIRE TRAINING		100.00
Check	02/01/2023	56945 Accounts Payable	STATE FIRE TRAINING		50.00
Check	02/01/2023	56946 Accounts Payable	STATE FIRE TRAINING		125.00
Check	02/01/2023	56947 Accounts Payable	STEELCLAD, INC		2,309.00
Check	02/01/2023	56948 Accounts Payable	THE SPRINKLER REPAIR COMPANY		1,491.68
Check	02/01/2023	56949 Accounts Payable	U.S. BANK CORPORATE PAYMENT SYSTEM		27,382.10
Check	02/01/2023	56950 Accounts Payable	VELOCITY TRUCK CENTERS		371.00
Check	02/01/2023	56951 Accounts Payable	VEOLIA ES TECH SOLUTIONS-NORTH AMERICA INC		132.01
A/P Accounts Payable Checking Totals:			Transactions: 40		\$97,267.14
Checks:		40	\$97,267.14	<i>Met 8/26 2-1-23</i>	

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Chino Valley Fire District
February 8, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 02/08/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	02/08/2023	56952 Accounts Payable	360 DEEP CLEANING LLC		3,350.00
Check	02/08/2023	56953 Accounts Payable	3D CHEMICAL & EQUIPMENT		599.35
Check	02/08/2023	56954 Accounts Payable	ACTIVE 911, INC		3,287.50
Check	02/08/2023	56955 Accounts Payable	AMAZON CAPITAL SERVICES		184.38
Check	02/08/2023	56956 Accounts Payable	AMERICAN APPLIANCE REPAIR INC.		2,350.55
Check	02/08/2023	56957 Accounts Payable	BROOKS, NATHAN		400.00
Check	02/08/2023	56958 Accounts Payable	CAGLE'S APPLIANCE- INC.		3,115.89
Check	02/08/2023	56959 Accounts Payable	CAL CONFERENCE ARSON INVESTIGATORS		1,210.00
Check	02/08/2023	56960 Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT		1,241.54
Check	02/08/2023	56961 Accounts Payable	CALIFORNIA TOOL & WELDING SUPPLY		516.20
Check	02/08/2023	56962 Accounts Payable	CHARTER COMMUNICATIONS INC		497.69
Check	02/08/2023	56963 Accounts Payable	CHINO HILLS FORD		128.39
Check	02/08/2023	56964 Accounts Payable	CINTAS CORPORATION #150		687.58
Check	02/08/2023	56965 Accounts Payable	CITY OF CHINO		541.73
Check	02/08/2023	56966 Accounts Payable	CITY OF CHINO HILLS		1,206.33
Check	02/08/2023	56967 Accounts Payable	COUNTY OF SAN BERNARDINO		563.15
Check	02/08/2023	56968 Accounts Payable	DATA TICKET INC		300.00
Check	02/08/2023	56969 Accounts Payable	ENTENMANN-ROVIN COMPANY INC		727.47
Check	02/08/2023	56970 Accounts Payable	FEDERAL EXPRESS		54.06
Check	02/08/2023	56971 Accounts Payable	FIREFIGHTERS SAFETY CENTER		16.56
Check	02/08/2023	56972 Accounts Payable	FLYERS ENERGY, LLC		6,149.81
Check	02/08/2023	56973 Accounts Payable	FRONTIER COMMUNICATIONS		142.06
Check	02/08/2023	56974 Accounts Payable	KME FIRE APPARATUS		221.67
Check	02/08/2023	56975 Accounts Payable	LIFE ASSIST		4,654.16
Check	02/08/2023	56976 Accounts Payable	McMASTER-CARR		186.19
Check	02/08/2023	56977 Accounts Payable	MESSAGE MEDIA USA INC		150.00
Check	02/08/2023	56978 Accounts Payable	METLIFE		200.00
Check	02/08/2023	56979 Accounts Payable	MUNICIPAL EMERGENCY SERVICES INC		8,525.33
Check	02/08/2023	56980 Accounts Payable	PAPER RECYCLING & SHREDDING SPCLTS INC		129.00
Check	02/08/2023	56981 Accounts Payable	PARTS AUTHORITY		115.34
Check	02/08/2023	56982 Accounts Payable	PBK ARCHITECTS INC		20,675.71

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Chino Valley Fire District
February 8, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 02/08/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	02/08/2023	56983 Accounts Payable	READYREFRESH BY NESTLE INC		403.93
Check	02/08/2023	56984 Accounts Payable	SAN BERNARDINO COUNTY FIRE CHIEFS ASSOC		270.00
Check	02/08/2023	56985 Accounts Payable	SB COUNTY FIRE EMS OFFICERS ASSOC		90.00
Check	02/08/2023	56986 Accounts Payable	SOCAL GAS		7,361.98
Check	02/08/2023	56987 Accounts Payable	STATE INDUSTRIAL PRODUCTS		3,030.58
Check	02/08/2023	56988 Accounts Payable	SUEZ WTS SERVICES USA, INC.		218.19
Check	02/08/2023	56989 Accounts Payable	TEAMSTERS LOCAL 1932		844.90
Check	02/08/2023	56990 Accounts Payable	TELEFLEX LLC		3,981.36
Check	02/08/2023	56991 Accounts Payable	U.S. PRINTING INC		86.18
Check	02/08/2023	56992 Accounts Payable	WASTE MANAGEMENT OF THE INLAND EMPIRE INC		624.66
Check	02/08/2023	56993 Accounts Payable	WINZER		19.85
A/P Accounts Payable Checking Totals:			Transactions: 42		<u>\$79,059.37</u>

Checks: 42 \$79,059.37

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Chino Valley Fire District
February 15, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 02/15/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	02/15/2023	56994 Accounts Payable	A1 SMOG TEST AND REPAIR		55.00
Check	02/15/2023	56995 Accounts Payable	CAL FIRE - STATE FIRE TRAINING		65.00
Check	02/15/2023	56996 Accounts Payable	CHARTER COMMUNICATIONS INC		6,311.99
Check	02/15/2023	56997 Accounts Payable	CITY OF CHINO		730.58
Check	02/15/2023	56998 Accounts Payable	CITY OF CHINO HILLS		698.97
Check	02/15/2023	56999 Accounts Payable	CODE R DECALS & GRAPHICS		237.00
Check	02/15/2023	57000 Accounts Payable	DESOTO, JOE		250.00
Check	02/15/2023	57001 Accounts Payable	FLYERS ENERGY, LLC		4,915.49
Check	02/15/2023	57002 Accounts Payable	GUARDIAN - APPLETON		3,250.33
Check	02/15/2023	57003 Accounts Payable	KIMCO STAFFING SERVICES INC.		1,762.08
Check	02/15/2023	57004 Accounts Payable	KIRTON'S LANDSCAPE MAINTENANCE INC.		2,715.00
Check	02/15/2023	57005 Accounts Payable	KIWANIS CLUB OF CHINO INC		135.00
Check	02/15/2023	57006 Accounts Payable	LIFE ASSIST		312.99
Check	02/15/2023	57007 Accounts Payable	MUNICIPAL EMERGENCY SERVICES INC		41,261.77
Check	02/15/2023	57008 Accounts Payable	NAPA AUTO PARTS		8,193.59
Check	02/15/2023	57009 Accounts Payable	RANCHO DEL CHINO ROTARY OPERATING		160.00
Check	02/15/2023	57010 Accounts Payable	RANCHO DEL CHINO ROTARY OPERATING		800.00
Check	02/15/2023	57011 Accounts Payable	SOUTHERN CALIFORNIA FLEET SERVICES INC		18,269.21
Check	02/15/2023	57012 Accounts Payable	STANDARD DENTAL		18,737.96
Check	02/15/2023	57013 Accounts Payable	STANDARD LIFE		7,300.68
Check	02/15/2023	57014 Accounts Payable	TYLER TECHNOLOGIES INC		1,367.00
Check	02/15/2023	57015 Accounts Payable	VISION SERVICE PLAN - (CA)		2,854.13
Check	02/15/2023	57016 Accounts Payable	ZOLL MEDICAL CORPORATION		3,458.20
A/P Accounts Payable Checking Totals:			Transactions: 23		\$123,841.97
Checks: 23			\$123,841.97		

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Chino Valley Fire District
February 22, 2023 Warrants
Bank Account: A/P - Accounts Payable Checking
Batch Date: 02/22/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	02/22/2023	57017 Accounts Payable	AGUAYO, VERN		366.86
Check	02/22/2023	57018 Accounts Payable	ALL STAR LIVE SCAN FINGERPRINTING		25.00
Check	02/22/2023	57019 Accounts Payable	ANDERSON RESCUE SOLUTIONS		1,467.60
Check	02/22/2023	57020 Accounts Payable	ARROYO, ANTHONY		99.00
Check	02/22/2023	57021 Accounts Payable	AT&T MOBILITY		849.16
Check	02/22/2023	57022 Accounts Payable	AULT- JEREMY		320.00
Check	02/22/2023	57023 Accounts Payable	B & B LOCK & SECURITY INC		146.00
Check	02/22/2023	57024 Accounts Payable	BCN FINANCIAL INC		54.00
Check	02/22/2023	57025 Accounts Payable	BOSSLER, JOSEPH		365.46
Check	02/22/2023	57026 Accounts Payable	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS		125.00
Check	02/22/2023	57027 Accounts Payable	CALIFORNIA STATE DISBURSEMENT UNIT		1,241.54
Check	02/22/2023	57028 Accounts Payable	CANON FINANCIAL SERVICES INC		1,027.76
Check	02/22/2023	57029 Accounts Payable	CHINO MOWER AND EQUIPMENT INC		1,454.73
Check	02/22/2023	57030 Accounts Payable	CHINO VALLEY UNIFIED SCHOOL DSTRCT		1,042.70
Check	02/22/2023	57031 Accounts Payable	COMPRESSED AIR SPECIALTIES- INC		2,504.77
Check	02/22/2023	57032 Accounts Payable	COUNSELING TEAM INC		375.00
Check	02/22/2023	57033 Accounts Payable	CRAFTSMAN LABEL- INC.		717.24
Check	02/22/2023	57034 Accounts Payable	CUMMINS CAL PACIFIC LLC		3,164.85
Check	02/22/2023	57035 Accounts Payable	DEPARTMENT OF JUSTICE		128.00
Check	02/22/2023	57036 Accounts Payable	DOMESTIC DIESEL AND AUTO SERVICE INC		4,703.96
Check	02/22/2023	57037 Accounts Payable	FELDMAN, FRANKIE		366.86
Check	02/22/2023	57038 Accounts Payable	FIRE CONNECTION APPAREL INC		338.34
Check	02/22/2023	57039 Accounts Payable	FLYERS ENERGY, LLC		7,226.24
Check	02/22/2023	57040 Accounts Payable	FRONTIER COMMUNICATIONS		130.88
Check	02/22/2023	57041 Accounts Payable	GOVERNMENTJOBS.COM INC/NEOGOV		20,854.85
Check	02/22/2023	57042 Accounts Payable	HOLROYD, CLARK		203.85
Check	02/22/2023	57043 Accounts Payable	I CREATE PROFESSIONAL CONSULTANTS		8,750.00
Check	02/22/2023	57044 Accounts Payable	KRONOS INCORPORATED		38.43
Check	02/22/2023	57045 Accounts Payable	LASERZONE 1 INC.		570.78
Check	02/22/2023	57046 Accounts Payable	METLIFE		200.00

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Chino Valley Fire District
February 22, 2023 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 02/22/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	02/22/2023	57047 Accounts Payable	MOUNTAIN VIEW URGENT CARE		2,140.00
Check	02/22/2023	57048 Accounts Payable	ORANGE COUNTY FIRE AUTHORITY		683.93
Check	02/22/2023	57049 Accounts Payable	R S AUTOMOTIVE EQUIPMENT		888.07
Check	02/22/2023	57050 Accounts Payable	S D R M A		977.24
Check	02/22/2023	57051 Accounts Payable	SEDGWICK CMS INC		1,677.80
Check	02/22/2023	57052 Accounts Payable	SOUTH COAST AIR QUALITY MANAGEMENT		620.61
Check	02/22/2023	57053 Accounts Payable	SOUTH COAST EMERGENCY VEHICLE SVC INC		1,743.21
Check	02/22/2023	57054 Accounts Payable	STAPLES BUSINESS ADVANTAGE		27.99
Check	02/22/2023	57055 Accounts Payable	STATE INDUSTRIAL PRODUCTS		329.72
Check	02/22/2023	57056 Accounts Payable	STEWART, GLEN		366.86
Check	02/22/2023	57057 Accounts Payable	SUEZ WTS SERVICES USA, INC.		473.21
Check	02/22/2023	57058 Accounts Payable	TEAMSTERS LOCAL 1932		844.90
Check	02/22/2023	57059 Accounts Payable	TRACTION		6,302.18
Check	02/22/2023	57060 Accounts Payable	TYLER TECHNOLOGIES INC		351.31
Check	02/22/2023	57061 Accounts Payable	VALLEY POWER SYSTEMS INC		108.52
Check	02/22/2023	57062 Accounts Payable	VELOCITY TRUCK CENTERS		130.37
Check	02/22/2023	57063 Accounts Payable	VERIZON BUSINESS		70.14
Check	02/22/2023	57064 Accounts Payable	WILLIAMS, WINN		500.00
A/P Accounts Payable Checking Totals:			Transactions: 48		\$77,094.92
Checks: 48			\$77,094.92		

Mark Shatz 2-28-23

User: Dawn Burns

Pages: 2 of 2

2/22/2023 4:46:41 PM

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Washington DC - Meet with Legislators to discuss items of interest to Chino Valley Fire District
(Legislative Ad Hoc Committee - Director Kreeger and Director Haughey)

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: SOLE SOURCE JUSTIFICATION REQUEST FOR AIR EXCHANGE INC.
FOR THE PURCHASE AND INSTALLATION OF PLYMOVENT EXHAUST
SYSTEMS**

PURPOSE:

Purpose is for the Board to review and approve a Sole Source Justification and agreement with Air Exchange Inc. for the purchase and installation of Plymovent Exhaust Systems at the District Fire Stations for an amount not to exceed \$330,131.76 and authorize the Fire Chief to execute the necessary documents on behalf of the Fire District.

DISCUSSION:

The District has been awarded the Assistance to Firefighters Grant (AFG) in the amount of \$301,483.41 with a required District match of \$30,148.35 for a total project amount of \$331,631.76. Since 2001, the AFG has helped firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards.

The District applied for the Assistance to Firefighters Grant through FEMA for Source Capture Exhaust Systems for the District Fire Stations. Source Capture Exhaust Systems allow apparatus to safely vent diesel smoke which is a carcinogen. Modern systems are highly effective at removing harmful exhaust when apparatus are running in the bays. The District's fire stations are each equipped with Source Capture Exhaust Systems that are all in excess of 12 years of age and are failing. This grant will fund the modification of the aged systems with new, up to date and NFPA 1500 compliant systems.

The Board of Directors accepted the grant at the January 11, 2023 Board of Directors Meeting. The next step in the grant process is to approve an agreement with Air Exchange, Inc. to supply and install the Plymovent Exhaust Systems. Staff is seeking approval through the sole source provisions in the

District's purchasing policy under Section 3.12.270 (2).

The Purchasing Policy states that an exception to the District's normal competitive bidding requirements is allowed when the commodity can be obtained from only one vendor. Air Exchange has provided a letter stating that Air Exchange, Inc is the exclusive dealer of Plymovent Exhaust Systems in the State of California and qualifies under the exception noted in the District's Purchasing Policy.

It is anticipated that the work would be completed before the end of Fiscal Year 22-23; however, supply chain issues may cause the completion of the project to be pushed into early Fiscal Year 23-24.

The total cost of the project will be funded under the recently approved AFG with a District match of 10%. The total cost of the attached quote in the amount of \$330,131.76 is just under the total grant award maximum of \$331,631.76. The total project amount, including the required 10% match will be included in the Mid-Year Budget Adjustment to be presented in the April Board Meeting.

RECOMMENDATION:

It is recommended that the Board of Directors review and approve the Sole Source Justification and agreement with Air Exchange, INC. and provide direction to staff.

ATTACHMENTS:

Exclusivity Letter

Air Exchange Plymovent Quote



January 19, 2023

To Whom It May Concern,

The purpose of this letter is to confirm that Air Exchange is the exclusive dealer of Plymovent vehicle exhaust extraction systems in the states of Alaska (fire), Nevada (vex & fire), Oregon (fire), Washington (fire), for all the zip codes inclusive of 900-918; 923-935; 936-966 in California (vex & fire), and 835-838 in Idaho (fire). As the only Plymovent dealer in these territories, Air Exchange is in good standing and has the exclusive rights to sell, install and service our vehicle exhaust extraction systems.

For over 40 years, Plymovent has created products that provide a safe and healthy work environment. Together with our nationwide dealer network, Plymovent continuously strives to design and engineer products that meet or exceed our customers' expectations and needs.

If you have any questions, please do not hesitate to contact me.

Kindest regards,
PLYMOVENT CORP.

Brad Pitzl
President/General Manager

Quotation

Page: 1/2

Delivery Address:

Chino Valley Fire Dept. HQ
14011 City Center Drive
Chino CA 91709
United States

Invoice Address:

Chino Valley Fire Dept. HQ
Attn. Steve Burns
14011 City Center Drive
Chino CA 91709
United States

Delivery Terms : Delivered at place, Chino

Payment Terms : 30 days net

Currency : USD

Email : info@airexchange.com

Quotation Number : 6030572

Quotation Date : January 19, 2023

Customer Number : QB00064

Your Reference : FERMA AFG GRANT

Valid to : February 18, 2023

Dear Mister Burns,

Thank you for your interest. We offer the following items:

Quantity	Item	Description	Gross amount per unit	Discount	Net amount
1 Each	0000201717	FEMA AFG GRANT MAGNETIC CONVERSIONS	330,131.76		330,131.76
Sub total				330,131.76	
Net total					330,131.76

FEMA AFG GRANT #61-62-63-64-65-66-67

#61 Scope of Work: Upgrade current pneumatic system to new magnetic grabber. Total of 6 drops, BC-F250, Engine-61, T-61, USAR-61 and Ambulance-61, (3) transmitters, (1) Antenna, (1) Receiver, (3) Conical adapters, (6) TEV 3HP Fan, (1) Silencer, (1) Accelerator Cap, (6) Pressure sensors

\$34,133.12

#62 Scope of Work: Upgrade current pneumatic system to new magnetic grabber. Remove old style back in systems and install MRP Drive through system, total of 3 drops, BE-62, Engine-62, Reserve Engine-62, (3) transmitters, (1) Antenna, (1) Receiver, (3) Conical adapters, (1) TEV 3HP Fan, (1) Silencer, (1) Accelerator Cap, (3) Pressure sensors.

\$56,000

#63 Scope of Work: Upgrade current pneumatic system to new magnetic grabber total of 3 drops, WT-63, Engine-63, Reserve Engine-63 to include (3) transmitters, (1) Antenna, (1) Receiver, (3) Conical adapters, (3) Pressure sensors.

\$18,909.98

#64 Scope of Work: Upgrade current pneumatic system to new magnetic grabber. Remove old style back in systems and install MRP Drive through system, total of 3 drops, P-64, ME-64, Reserve Engine-64, (3) transmitters, (1) Antenna, (1) Receiver, (3) Conical adapters, (1) TEV 3HP Fan, (1) Silencer, (1) Accelerator Cap, (3) Pressure sensors.

\$56,000

Quotation

Page: 2/2
Quotation Number: 6030572

#65 Scope of Work: Upgrade current pneumatic system to new magnetic grabber total of 4 drops. Remove old style back in systems and install MRP Drive through systems, total of 4 drops, MS-65, Engine-65, Reserve Engine-5, spare drop, (4) transmitters, (1) Antenna, (1) Receiver, (4) Conical adapters, TEV 3HP Fan (4) Pressure sensors.

\$56,000

#66 Scope of Work: Upgrade current pneumatic system to new magnetic grabber. Remove old style back in systems and install. STRA Drive through systems, total of 6 drops, OES, MS-66, Engine-66, Reserve Engine-6, spare drop and Ambulance-66, (6) transmitters, (1) Antenna, (1) Receiver, (6) Conical adapters, (1) TEV 7.5HP Fan, (1) Silencer, (1) Accelerator Cap, (6) Pressure sensors.

\$90,178.68

#67 Scope of Work: Upgrade current pneumatic system to new magnetic grabber total of 3 drops, MS-67, Engine-67, Reserve Engine-67 (3) transmitters, (1) Antenna, (1) Receiver, (3) Conical adapters.

\$18,909.98

SOLE SOURCE LETTER TO FOLLOW WITH PROPOSAL

Best Regards,

John Whitney
Air Exchange
john.whitney@airexchange.com

Our general conditions of sales and delivery shall apply.

Signature when agreed (if appropriate)

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) CALL FOR
NOMINATIONS FOR BOARD OF DIRECTOR SEAT C - ELECTION**

PURPOSE:

Purpose is for the Board of Directors to review and discuss the CSDA call for nominations for a seat by election on the CSDA Board and determine Fire District participation.

DISCUSSION:

CSDA is currently accepting nominations for a CSDA Director seat for the Southern Network. This seat is a three-year term expiring in 2026. The Fire District is eligible to nominate one person, such as a Fire District Board Member or managerial employee, for election as a CSDA Director.

The CSDA Board of Directors is the governing body responsible for all policy decisions relating to CSDA's member services and legislative advocacy, education and resources. The Board represents the common interest of all California's special districts before the Legislature and the State Administration.

CSDA's Board of Directors is made up of six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Directors are nominated and elected by network. Chino Valley Fire District is included in the Southern Network which represents the counties of San Bernardino, Los Angeles, Orange, Riverside, San Diego and Imperial.

The incumbent for Seat C is Arlene Schafer from Costa Mesa Sanitary District. The incumbent has expressed a desire to run for re-election.

If the Fire District Board of Directors elects to submit a nomination, a copy of the Fire District's minute action and Candidate Information Sheet must be submitted to CSDA by April 6, 2023.

A CSDA Board Member is expected to attend all Board Meetings and also serve on at least one

CSDA committee. Board Meetings are held every other month in Sacramento. Committees meet three to five times a year in Sacramento. Board Members are also requested to attend the CSDA Annual Conference and Special Districts Legislative Days, and complete all four modules of CSDA's Special District Leadership Academy within two (2) years. CSDA does not provide reimbursement for conferences and academy expenses.

All qualified nominees received by CSDA will be placed on the election ballot. The election ballots are now electronic and CSDA will begin accepting votes on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. on July 18, 2023.

RECOMMENDATION:

It is recommended that the Board of Directors review and discuss the California Special Districts Association call for nominations for a seat by election on the CSDA Board and either vote to submit a nomination or decline to participate.

ATTACHMENTS:

2023 CSDA BOD NOMINATION INFO SHEET - SEAT C

2023 CSDA BOD INFO SHEET - SEAT C



**California Special
Districts Association**
Districts Stronger Together

2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form, a Board resolution/minute action supporting the candidate, and
Candidate Information Sheet by mail or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern, Sierra, Coastal and Southern Networks: **April 6, 2023 at 5:00 p.m.**

Bay Area and Central Networks: **April 17, 2023 at 5:00 p.m.**



**California Special
Districts Association**
Districts Stronger Together

2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: RESOLUTION NO. 2023-02 NOMINATING A FIRE BOARD MEMBER AS
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK
MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS**

PURPOSE:

Purpose is for the Board to review, discuss, and consider adoption of Resolution No. 2023-02 designating a Fire District Board Member as candidate for election to the Special District Risk Management Authority (SDRMA) Board of Directors.

BACKGROUND:

The Fire District is a member of SDRMA. SDRMA is a public entity Joint Powers Authority formed under California Government Code, Section 6500, established to provide cost-effective property/liability and workers' compensation coverages and comprehensive risk management programs for special districts and other local government agencies throughout California.

SDRMA is governed by a seven (7) member Board of Directors elected at-large from the membership by the programs' members. The Board of Directors responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members.

Nominations are now being accepted for the SDRMA Board of Directors. The upcoming election is for three (3) Director seats, each for a four-year term beginning on January 1, 2024 and ending December 31, 2027.

The qualifications for nominees are that the individual be a Board Member or full-time management employee and the agency be an active member of both SDRMA's Property Liability and Workers' Compensation Programs. The candidates must be nominated by resolution and complete and submit a Statement of Qualifications on or before the May 1, 2023 filing deadline in order for the candidates

name to be placed on the official ballot.

The attached SDRMA Fact Sheet describes the Board of Directors role and responsibilities, meeting schedule, and meeting commitment. Additionally, it should be noted that on March 1, 2023, the SDRMA Board of Directors adopted Resolution No. 2023-04 making findings and determinations under AB 361 for continued virtual meetings.

Nomination submissions must be received by 4:30 p.m. at the SDRMA office on May 1, 2023, in original format with wet signature. All qualified nominees will be placed on the ballot. Ballots will be distributed to all member agencies in mid-May and due August 8, 2023.

It is recommended the Board of Directors consider a resolution to nominate a Fire District Board Member as a candidate for election to the SDRMA Board of Directors 2023 Election or decline to participate.

RECOMMENDATION:

It is recommended that the Board of Directors review, discuss, and consider adoption of Resolution No. 2023-02, nominating a Fire District Board Member as candidate for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election or decline to participate.

ATTACHMENTS:

SDRMA Fact Sheet
Resolution No. 2023-02 - SDRMA Candidate Election
Candidate's Statement of Qualifications

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in both programs.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2024 and end on December 31, 2027.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2022-01 and applicable laws and are allowed to claim a stipend of \$235 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 3:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday .
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

"The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."

RESOLUTION NO. 2023-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO
VALLEY INDEPENDENT FIRE DISTRICT NOMINATING
[CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE SPECIAL
DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the SDRMA Board of Directors adopted Board Policy 2022-06, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Each nominated candidate must submit a properly completed "Statement of Qualifications" with an original wet signature (electronic signatures are not acceptable) on or before the May 1, 2023 filing deadline in order for the candidates name to be placed on the official ballot.
- c. Candidates seeking election or reelection must be nominated by action of their respective Governing Body through a resolution that must be received by the Authority on or before the May 1, 2023 filing deadline.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of Chino Valley Independent Fire District [CANDIDATE'S NAME], its Board Member, as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. The governing body of Chino Valley Independent Fire District further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2023 filing deadline.

REVIEWED, APPROVED AND ADOPTED this 8th day of March, 2023.

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:

ATTEST:

JOHN DEMONACO, PRESIDENT

ANGELA ROBLES, CLERK OF THE BOARD

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

[illegible]

What is your overall vision for SDRMA? (Response Required)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. The overall appearance is that of a clean, unused piece of stationery.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate*

District/Agency

Work Address

Work Phone

Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

What is your overall vision for SDRMA? (Response Required)

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: MARCH 8, 2023

**TO: JOHN DEMONACO, BOARD PRESIDENT
ALL MEMBERS OF THE BOARD**

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: RESOLUTION NO. 2023-03, ADOPTING FIRE DISTRICT POLICY AND
PROCEDURES FOR BOARD OF DIRECTORS**

PURPOSE:

Purpose is for the Board of Directors to 1) review and consider proposed changes to the Fire District's Policy and Procedures for Board of Directors as presented in redlined format; 2) provide further direction on policy sections 1130.0 Community Support Fund and 2015.0 Swearing-in of Newly Appointed or Elected Board Members, if desired; and 3) consider approval of Resolution No. 2023-03, rescinding Resolution No. 2022-01 and adopting the proposed Board Policy and Procedures as revised with modifications.

BACKGROUND:

At the December 14, 2022, regular meeting, President DeMonaco and Director Ramos-Evinger were appointed to the Board Policy Ad Hoc Committee. Following the meeting, the Board Members submitted recommended changes to Board Policy and Procedures through the Clerk of the Board and submissions were incorporated in redlined format.

On February 8, 2023, the Ad Hoc Committee presented proposed redlined changes to the full Board for review and discussion. The document was reviewed in detail and additional recommendations for amendments and corrections were provided. Since that time, the proposed redline Board Policies, attached to Resolution No. 2023-03 for the Board's consideration, include additional changes in highlight.

DISCUSSION:

At the February 8, 2023, Board of Directors meeting, the following proposed changes were recommended:

- Section 1040.1 Attendance at Meetings: Clarify that excused absences do not count toward the

abandonment of office.

- Section 1050.0 Remuneration and Reimbursement: Clarify that a total of 2 travel days per occurrence qualify for compensation.
- Section 1050.4 Board Issued Equipment: Change the time requirement to 6 consecutive years in office to qualify for the Brush Jacket and Fire Helmet.
- Section 1060.7 Board President: Remove second sentence.
- Section 1060.9 Board President: Clarify that events not listed in Board Policy and authorized by the President for compensation would appear on the Consent Calendar for information purposes only.
- Section 1080.3 Committees: Clarify that the Legislative Committee has the authority to sign letters of support or opposition to legislation without the prior approval of the Board.
- Section 1100.5 Training, Education, and Conferences: Change the time requirement to complete IS100 course from 18 months to 12 months.
- Section 2060: Minutes of Board Meetings: Maintain the option for audio recordings.

Additionally, discussion ensued regarding the establishment of new Board Policy section 1130.0 Community Support Fund and amendments to Board Policy 2015.0 Swearing-in of Newly Appointed or Elected Board Members. Staff is seeking further direction on the proposed language for those specific items based on that discussion by the Board, as follows and within the Board Policies attached for consideration:

- New Board Policy section 1130.0 Community Support Fund: Approve or amend proposed language as shown below and provide direction on the potential for a standalone District policy outlining the guidelines and procedures for the distribution of funds, which would further clarify the process.
 - “A Community Support Fund is established in the amount of \$12,500 per fiscal year. The total amount will be divided equally among the Board Members for distribution to non-profit groups. The funds are intended for organizations that provide services for the benefit of the community within the District and serve a lawful public purpose. Funds may not be used for any political campaigning, religious, or purely private purposes or activities. Disbursement of funds require majority approval by the Board of Directors. Board Members shall submit a request for distribution of funds to the Clerk of the Board. The request will be placed on the next available Board meeting agenda for consideration of approval by the Board of Directors.”
- Board Policy Section 2015.0: Approve or amend proposed changes to Board Policy section 2015.0 Swearing-in of Newly Appointed or Elected Board Members.
 - “The Clerk of the Board will perform the official oath of office for newly appointed or Elected (including re-elected) Board Members as soon as practical following official notice from the Registrar of Voter Office confirming the final ballot count. A ceremonial swearing-in will take place at the next Board Meeting by a Judge, ~~or the~~ Clerk of the Board, or an individual designated by the official being sworn in.”

Following the February 8, 2023, Board of Directors meeting, District Legal Counsel reviewed the proposed changes to ensure all statutory references are accurate and current, and made minor clarifications where deemed appropriate, for the Board’s consideration. District Legal Counsel also provided the following comments for Board’s consideration:

- State law limits Board Member compensation to 10-total days per calendar month for meetings

and days-of-service, which is stated within the existing language under Section 1050.0. However, District Legal Counsel also included added language in the redlined document clarifying that additional compensable meetings are within that 10-day monthly cap limit.

- Section 1050.0, non-compensable activities, was revised by the District to strike the provision of Board Policies that says social, ceremonial, and non-profit events not pre-approved by the Board are not compensable (meaning those events could be subject to compensation). District Legal Counsel suggests the Board consider as a policy whether there are any social, ceremonial events, or non-profit organization events that may not qualify for compensation or reimbursement.
- Section 1130.0 Community Support Fund, District Legal Counsel recommends the Board consider whether to provide direction to adopt a policy to ensure additional procedural safeguards beyond approval of the specific disbursements by the full Board of Directors, based on the policy adopted by the City of Chino Hills' for their Community Support Fund.

Presented for Board consideration and approval is Resolution No. 2023-03 adopting the revised Policy and Procedures for Board of Directors and as reviewed by District Legal Counsel for compliance with state law, rules and regulations. The sections highlighted in yellow are recommended changes suggested at the February 8, 2023 regular meeting. The sections highlighted in blue are recommended changes suggested by District Legal Counsel.

RECOMMENDATION:

It is recommended the Board of Directors review and approve Resolution No. 2023-03 rescinding Resolution No. 2022-01 and adopting the amended Policy and Procedure for Board of Directors.

ATTACHMENTS:

Resolution No. 2023-03

Board of Directors Policy and Procedures_Redlined for Consideration on March 8, 2023

City of Chino Hills Community Support Fund Policy

RESOLUTION NO. 2023-03
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CHINO VALLEY INDEPENDENT FIRE DISTRICT
ADOPTING POLICY AND PROCEDURES FOR BOARD OF DIRECTORS
AND RESCINDING RESOLUTION NO. 2022-01

WHEREAS, the Board of Directors of the Chino Valley Independent Fire District has reviewed the Board Policy and Procedures for the Board of Directors, as adopted by Resolution 2023-03 and wishes to make revisions; and

WHEREAS, District Legal Counsel has reviewed the Board Policy and Procedures and has concluded that the document attached hereto as Exhibit A follows all statutes and regulations under State Law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chino Valley Independent Fire District that Policy and Procedures for the Board of Directors attached hereto as Exhibit A are hereby adopted. Resolution No. 2022-01 is hereby rescinded and Resolution No. 2023-03 is adopted. This Resolution shall become effective immediately upon its adoption. Nothing contained in this Resolution 2023-03 shall affect the validity of any action taken under prior versions of the Board Policy and Procedures for the Board of Directors.

REVIEWED, APPROVED AND ADOPTED this 8th day of March, 2023.

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:

BY: _____
JOHN DEMONACO, PRESIDENT

ATTEST:

BY: _____
ANGELA ROBLES
CLERK OF THE BOARD

CHINO VALLEY INDEPENDENT FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Resolution No. ~~2022-01~~ 2023-03 Revised and Adopted ~~January 12, 2022~~
March 8, 2023

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MISSION, VISION AND VALUES

OUR MISSION

The mission of the Chino Valley Fire District is to provide exceptional service and safeguard the community.

VISION

As an organization, we...

...seek excellence in everything we do; with innovative practices, training, and equipment.

...remain transparent; open, honest, and accountable to each other and those we serve.

...appreciate our members; we attract, retain, and develop future leaders.

...value the public trust above all else; we are good stewards of our financial resources.

...endeavor to learn and grow; continuously seeking improvement and embracing change.

VALUES

• FAITHFULNESS

We are fully committed, invested and engaged in the communities we serve.

• INTEGRITY

We lead by example, according to the highest ethical and professional standards.

• RESPECT

We treat each other, and those we serve with compassion, dignity, and value.

• EXCELLENCE

We are relentless in our pursuit of the highest possible standard of quality.

POLICY TITLE: Code of Ethics
POLICY NUMBER: 1010

- 1010.0** The Board of Directors of the Chino Valley Independent Fire District is committed to providing excellence in legislative leadership which results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
- 1010.1** The dignity, style, values and opinions of each Director shall be respected.
- 1010.2** Responsiveness and attentive listening in communication are encouraged.
- 1010.3** The needs of the District's constituents are the priority of the Board of Directors.
- 1010.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy for, and financial oversight of, the District. Routine matters concerning the operational aspects of the District shall be the responsibility of the Fire Chief.
- 1010.5** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action.
- 1010.6** Board Members should make clear, to other parties with whom the Board Member is dealing, those viewpoints that are the Board Member's personal viewpoints as opposed to those viewpoints held in their official, Board of Directors capacity.
- 1010.7** Board Members shall avoid conducting District business or discussions while conducting personal or employment business with any third parties.
- 1010.8** Board Members shall not use District resources for personal or political purposes. "District resources" include any property, personnel or asset of the District including, but not limited to, land, buildings, facilities, funds, equipment, supplies, copy machines, office equipment, telephones, computers, vehicles, travel and District compensated time. Examples of prohibited activities include: using District offices to prepare campaign mailers, asking District staff to appear in campaign materials in uniform, or using District offices for non-District related work.

Board Members or employees who wear a uniform that has become associated with a specific position at the District, may not appear at any political function or in a campaign photo in that uniform even when off duty. This includes civilian clothing with District name or logo.

Board Members shall not solicit individual employees for campaign support, such as: placing signs on their personal property or wearing campaign pins on clothing. Board Members soliciting campaign support should work directly with the employee associations.

Board Members, employees or candidates for elected office may not use or operate District vehicles or equipment for personal political activities. Logos, patches, or any item that identifies the District must be blurred in photos as to not be identified with the District.

POLICY TITLE: Board Policy
POLICY NUMBER: 1020

- 1020.0** In seeking clarification on information on agenda items, Board Members shall work through the Fire Chief and/or Clerk of the Board.
- 1020.1** Complaints received from residents and property owners regarding District operational issues are to be referred directly to the Fire Chief or designee, if the Fire Chief is not available. In the event the Fire Chief or designee cannot be contacted, the Board Member shall use the same process as any member of the public would use for a complaint. The Board Member shall thereafter notify the Fire Chief or designee of the complaint and who was contacted.
- 1020.2** Safety concerns or hazards are to be reported to the Fire Chief or his or her designee. Community emergency situations requiring an emergency response should be dealt with immediately by dialing 911.
- 1020.3** Develop a working relationship with the Fire Chief. Concerns with District projects or issues should be addressed directly with the Fire Chief or through the Board President.
- 1020.4** Enforce the chain of command when approached by District personnel concerning specific District policy or operational issues, and direct inquiries to the Fire Chief. Make the Fire Chief aware of personnel concerns.
- 1020.5** The work of the District is a team effort. All Board Members should work together in the collaborative process, assisting each other in conducting the affairs of the District and bringing policy issues to the attention of the Board as a whole, rather than to individual Board Members selectively.
- 1020.6** Be courteous when responding to constituent requests and concerns, responding to individuals in a positive manner and routing their questions through appropriate channels to the Fire Chief or his/her designee. Board Members shall inform constituent that the Fire Chief or his/her designee will respond directly to the constituents if appropriate.
- 1020.8** Board Members are responsible for understanding and adhering to the Fire District Policy and Procedures and applicable State and federal laws, including the Brown Act. This includes adhering to the following best practices when Board Members utilize social media:
1. A Board Member may communicate on social media sites to answer questions, provide information to the public or to solicit

information from the public regarding a matter within the subject matter jurisdiction of the Board.

2. However, a Board Member is prohibited from using a social media site to discuss District business with a majority of other Board Members.
3. A Board Member is prohibited from responding directly to any communication posted or shared by another Board Member regarding District business on a social media site.

When Board Members use social media in their personal capacities, they acknowledge that posts related to District business may be deemed public records under the California Public Records Act. When a Board Member publishes a social media post, or engages in an exchange about District business via their personal social media account, they may transform that otherwise personal social media account into an account subject to federal and state law; including but not limited to the California Public Records Act, record retention requirements, and First Amendment principles, among others. This conduct may also limit the ability of Board Members to legally “block” third parties from viewing or posting on that purportedly personal social media site. Board Members may avoid transforming their personal social media accounts into accounts subject to this Policy, and federal and state open government laws, by, among other things, not engaging in discussions of District business on that social media account.

1020.9 Any request or proposed changes or amendments to any section in these policies and procedures shall go to the full Board for review, discussion and possible adoption. Any requested or proposed changes or amendments would need to go through the agenda process set forth in this policy and procedures.

POLICY TITLE: Staff Support and Assistance
POLICY NUMBER: 1025

1025.0 The purpose of this policy is to provide guidelines and standards regarding the staff support and assistance routinely provided to the Board of Directors. This policy does not apply to relations with or communications between the Board and Board appointees; i.e. the Fire Chief, District Legal Counsel/Attorney, or auditor, except as specified.

Any inquiry of the Board into the administration, policy or procedures will be done through the Fire Chief. A Board Member shall not give orders to any subordinates of the Fire Chief.

1025.1 The Board of Directors through the approval of the annual budget, allocates staff and other resources to support its legislative and intergovernmental activities. The Fire Chief is responsible for appointing, disciplining, and terminating such employees. Such employees shall provide support to the Board in accordance with this policy, and with Fire Chief approval. District Staff and resources shall not be used for personal business.

1025.2 In order to effectively discharge their responsibilities as elected officials, the President and Board Members are entitled to receive clerical and administrative support services from assigned staff so long as it pertains to District business. Staff support is to be approved and assigned by the Fire Chief.

Preparation of correspondence relating to official District business: Preparation of correspondence by District staff on behalf of Board Members shall be limited to official District business only.

1. Staff will assist in the scheduling of District related business meetings, but not meetings related to political campaigns or other personal business.
2. The Clerk of the Board shall ensure the preparation and maintenance of an event calendar for Board Members, to track upcoming District related events and meetings. Calendars shall be distributed to Board Members and Executive Staff on a monthly basis and as changes occur.
3. All Board Members' mail shall be placed in the appropriate Board Member's incoming mailbox or may be scanned and sent via email when appropriate.

4. Routine administrative and clerical support will be facilitated on an on-going basis by the Clerk of the Board. Non-routine administrative and clerical support, requests for research, policy work, or studies shall be directed to the Fire Chief who shall designate staff in operating departments.
5. Board Member questions specific to an agenda item for clarification or requests for additional information or support should be directed to the Fire Chief in a timely manner.

1025.3 Reasonable staff assistance shall be provided to Board Members serving on intergovernmental bodies when the District has recognized participation in that body. Use of staff shall be consistent with the following guidelines:

1. Staff assignments shall be made by the Fire Chief.
2. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest extent possible, rather than District staff.
3. Assigned District staff need not attend the intergovernmental meeting unless requested by the Board Member and directed by the Fire Chief. The primary responsibilities of assigned staff are to review issues, gather information and attend as requested, and to advise a specific Board Member and/or Fire Chief who is presenting issues before the full Board or intergovernmental entity.

1025.4 At times, it may be appropriate to provide staff support to a Board Member who is attending a District related meeting or other function. Such requests for staff support shall be made to the Fire Chief. Except for routine follow-up on comments, assignments arising from these meetings must be approved by the Fire Chief.

1025.5 Staff assistance for speech/comment preparation for District business is available to Board Members. Such assistance shall be requested through the Fire Chief.

1025.6 Documentation intended for distribution to Board Members from staff, shall be forwarded to the Fire Chief for review prior to distribution by the Clerk of the Board.

The original and five copies, bearing the last name of each Board Member, of all District documentation shall be provided to the Clerk of the Board for

distribution to Board Members. A final copy of approved documentation shall be given to the Fire Chief.

1025.7 A Board Member making a Public Records Act request shall not fall under this policy and will be treated the same as any member of the public who makes a Public Records Act request. Additionally, Board Member public record requests shall not be considered Board business and the Board Member shall be responsible for any costs that arise from such requests.

1025.8 A Board Member request for support or assistance must clearly state and define the reason. Consideration should be given to staff time and responsibilities.

Board Members will not receive staff support or assistance for the following:

- a. Assistance to perform official duties, except as noted in the Fire District Policy and Procedures.
- b. Training or assistance within a Board Member's personal responsibility such as basic training for use of computers, iPad, telephones, email etc.
- c. Assistance with completing or filing forms required as an elected official.
- d. Assistance with completing Fire District required forms beyond basic instruction for completing.

POLICY TITLE: Basis of Authority
POLICY NUMBER: 1030

1030.0 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

The District operates according to the Board-Manager (Chief) form of government, which vests policy-making authority in an elected Board of Directors, which, in turn, hires an appointed executive (the Chief). Beginning with the November 2022 election and adoption of Resolution Number 2022-02, the Chino Valley Fire District transitioned into five geographically divided voting areas and established a by-division area election system. The Board is composed of five (5) members: elected by-division at large, on a non-partisan basis, serving overlapping four-year terms. The Board President is elected by the Board Members annually. The Board President is the presiding officer at Board meetings and acts as the official head of the District for legislative and ceremonial purposes. The Fire Chief and Legal Counsel are appointed by the Board and serve at the pleasure of the Board.

The Board is the District's legislative and policy-making body. Acting as a whole, the Board is responsible for passing ordinances, resolutions and other orders necessary for governing the District, as well as setting the direction of District policy. The Fire Chief is responsible for administering and executing the general policies set by the Board, in addition to the day-to-day operation of all District functions. The Fire Chief, with the help of the staff and Legal Counsel, provides the Board with the information needed to fulfill its policy-making role.

The Board-Manager (Chief) form of government separates legislative and executive responsibilities in a manner similar to state and federal governments. This system provides "checks and balances" of both policy and administrative branches of government by limiting the power of each. As the issues involved in local government have grown more complex, professional managers provide the cohesion necessary in the day-to-day operations.

1030.1 Directors do not represent any fractional segment of the community comprising the District, but are, rather, a part of the body, which represents and acts for such community as a whole.

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 1040

- 1040.0** Members of the Board of Directors shall attend all regular and special meetings of the Board.
- 1040.1** Any Board Member who misses Board meetings ~~unexcused~~ for the period of three consecutive months (except when prevented by sickness, ~~excused~~ or when absent from the state), shall be deemed by the Board to have abandoned his/her office. subject to any controlling State law.

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 1050

1050.0 Members of the Board of Directors shall receive compensation as follows:

At the Regular Board meeting in January of every even year or as soon thereafter as practical, the Board of Directors shall review and consider, as a standing agenda item, Board Member compensation to determine if any adjustments are appropriate.

Any adjustments to compensation shall be effective July 1 and shall comply with this policy as set forth below:

Increase in compensation for each Member of the District's Board of Directors shall be authorized by an ordinance adopted pursuant to Health & Safety Code section 13857 and Chapter 2 of Division 10 of the California Water Code (Wat. Code, section 20200 et seq.) or its successor statute(s).

Board Members may be compensated up to 10-days total during any calendar month, for each day's attendance at meetings of the board, or for each day's service otherwise rendered as a Board Member. Those activities that are compensable, including various meetings, are set forth herein, pursuant to these adopted Policies.

Compensable Board Member activities, including the meetings described herein, are necessary for the effective operation of the District. Specifically, this degree of Board Member engagement is necessary for the following non-exhaustive District matters, including but not limited to, the significant amount of real property at risk of fire hazard within the District's jurisdiction, the District's significant call volume for emergency medical services, and the large fleet of equipment and employees necessary to carry out the District's fire safety measures, for which the Board provides policy direction.

Annually, the Board will consider re-affirming the need for the various compensable meetings, and other services rendered by Board Members, set forth within this Section that are necessary for the successful operation of the District.

When necessary and approved by the Board, a day consisting solely of travel to attend a conference, seminar or other function on behalf of the District, will be interpreted as a day of service. **A travel day may consist of the day before and the day after the conference, seminar or other function of the District but limited to a total of 2 travel days of service per each occurrence.**

Only one per diem per day will be paid regardless of how many meetings are attended, with a cap on 10 total days of service or meetings per month that are compensable.

A Board Invoice shall be completed monthly by each Board Member and submitted to the Clerk of the Board by the payroll calendar due date for Board Invoices. Board Invoices shall be signed by individual Board Members confirming compliance with Section 1050.0. The President and Vice President shall review Board invoices quarterly to ensure compliance with this policy.

Board Members must provide brief reports (verbally or in writing) on meetings, conferences, seminars, training, education, and other events listed below and attended at the expense of the Fire District at the next regular Board Meeting.

Compensated Meetings, conferences, seminars, training and education shall include:

- A. Regular and Special Meetings of the Board of Directors.
- B. Regular and Special Meetings of any standing committee, ad hoc committee, liaison assignment and alternate assignment (when the assigned liaison is not able to attend), as appointed by the President or the Board.
- C. Meetings or official public events with local state, or federal legislators or their representative(s) for District business, or consultants/contractors retained by the District for official District business, with prior approval by the Board, or meetings as representatives of the Fire District Legislative Committee.
- D. Meetings with District Leadership Development consultant for consulting directly related to District business.
- E. Quarterly meetings with partner cities, community, special district or fire district association liaisons.
- F. Conferences and educational workshops open to the public or public agencies and individual professional development sessions, which concern fire, emergency services or special districts. Webinars as stated in Section 1100.6 are also included in this section. The following agencies, associations and/or providers are approved by this section:

ASBCSD - Association of San Bernardino County Special Districts

BB&K - Best, Best and Krieger

CALAFCO - California Local Agency Formation Commission

CFCA - California Fire Chiefs Associations

CFFJAC - California Fire Fighters Joint Apprenticeship Committee

CSDA - California Special Districts Association

CCFSC – Carbon Canyon Fire Safe Council

FDAC - Fire Districts Association of California

FEMA - Federal Emergency Management Association

EMI - Emergency Management Institute (Branch of FEMA)

NFA - National Fire Academy (Branch of FEMA)

FW - Firehouse World

IAFC - International Association of Fire Chiefs

LAFCO - Local Agency Formation Commission

LCW - Liebert, Cassidy and Whitmore

OES - Office of Emergency Services

SCAG - Southern California Association of Governments

SDLF - Special District Leadership Foundation

SDRMA - Special Districts Risk Management Association

Conferences and educational workshops open to the public or public agencies and individual professional development sessions, which concern fire, emergency services or special districts not listed will require approval by the Board prior to attendance.

G. Legally mandated training courses.

- H. President and Vice President monthly Regular Board Meeting Agenda review meetings with the Fire Chief, per Section 2020.1.
- I. Any other meeting, event, or activity related to District business or District interest where a Board Member is representing the District and approved in advance by the Board.
- J. With approval and assignment by the President or Board, any meetings to review documents as required by the Policy and Procedures of the Board of Directors.
- K. Individual Board Member meetings with the Fire Chief or his designee, limited to one meeting per month per Board Member. One additional meeting can be scheduled on an as needed basis as approved by the Board President. **The Board President and Vice President may have up to 4 compensable meetings per month as outlined in Board Policy 1060.7, provided those additional compensable meetings with the Fire Chief are consistent with the cap of 10 total days of service or meetings per month that are compensable within this section.**
- L. Attendance at meetings for District-related agencies or associations, such as FDAC or CSDA, where a Board Member has been appointed by the Board or elected by such agency/association following Board approval/nomination.
- M. Attendance at District sponsored or hosted events as outlined below in this Policy or as approved by the Board.
 - 1. District or Fire Foundation sponsored events, employee recognition events, retirements and promotional ceremonies.
 - 2. District Fire Prevention Week Open House.
 - 3. State of the Fire District.
 - 4. Fire District facilities grand openings, dedications and ceremonial events.
 - 5. Salute to Public Safety.
 - 6. Filming for District sponsored productions.
- N. Attendance at service club meetings where a Director is making a presentation related to District business (not political in nature) and not merely as a member of the service club.

- O. Meetings with Fire District legal counsel on District related business, per Board Policy.
- P. Community, local service group, partner agency, and intergovernmental sponsored events within the District related to District business or District interest in which the President or his designee makes a presentation on behalf of the Fire Board or officially representing the Fire District.
- Q. Annual State of the City, County and School District events within the boundaries of the Fire District.
- R. Fred L. Burns Committee Meetings for the Board Member assigned to Committee.
- S. Community Parades in which a Board Member is representing the Fire District in an official capacity to include Chino and Chino Hills Day at the Fair.
- T. Ad Hoc Committee meetings or individual assignment-related meetings pertaining to Ad Hoc eCommittee service.

Directors will not receive compensation or expense reimbursement for any of the following:

- ~~a. Social or ceremonial events not pre-approved by the Board and as outline by this policy.~~
- ~~b. Non-profit organization events not pre-approved by the Board.~~
- ~~ae.~~ District sponsored employee luncheons.
- ~~bd.~~ Festivals, funerals, picnics, weddings or holiday events.
- ~~ce.~~ Meetings of partisan or political organizations.
- ~~df.~~ Basic skills training such as basic computer training or writing courses.
- ~~eg.~~ Re-taking training or certifications except to the extent such training/certifications are legally required to be re-taken (i.e., AB 1234 ethics training, Prevention of Sexual Harassment training, etc.)

1050.1 Benefits Policy.

Under state law (Health & Safety Code § 13968), members of the Board of Directors may receive the same benefits as employees, although no greater. For Board Members first elected or appointed after January 1, 1995, the allowance amount shall be limited to the maximum amount for non-safety members as required by a change in state law. This allowance may be used to purchase “health and welfare benefits,” as defined by Government Code Section 53200(d), as authorized by the District and as allowed by state and/or federal law.

The balance of any allowance shall not be paid in cash. Board Members electing health, or optical coverage must make these selections within 60-days of taking office; for dental coverage within 30-days of taking office; and for other permissible benefit options within 90-days of taking office. Any changes to these selections will be subject to the same open enrollment periods, waiting periods, and qualifying event limitations applicable to employees. There will be no retroactive benefit provision beyond the maximum 90-day selection period.

Any Board Member that fails to allocate the portion of allowance to Health Coverage shall forfeit the remaining allowance.

Board of Directors will not receive a pension based on their service on the Board as stated in State Law.

Board of Directors will not receive District paid health care benefits after their service on the Board has concluded as stated in State Law.

A list of Board Member benefits will be maintained by Human Resources and attached to this document by reference.

1050.2 Reimbursement Policy – Travel and Expenses.

Pursuant to applicable State and Federal law, including AB 1234, District Board Members will be reimbursed, or the District may directly pay, for expenses incurred to attend Board approved professional or vocational meetings, actual and necessary travel, and incidental expenses while on official Board authorized business. Such expenses include, but are not limited to, mileage, meals, actual costs and expenses of travel, lodging (while on District business) and educational seminars or conferences necessary to serve as a Board Member.

District Board Members will be reimbursed in accordance with the provisions of the District’s Travel and Reimbursable Expense Policy with

the following exceptions/additions:

1) Itemized receipts verifying appropriate claimed expenditures will be required, without exception;

2) Per diem for meals and meal allowances will not apply, and only reasonable and necessary meal expenses accompanied by a receipt will be reimbursed;

3) A full day of business for the purpose of lodging shall also include:

i) one additional day before the first day of the event and one additional day after the event if the Board Member spends in excess of four (4) hours in the performance of his/her official duties for such event (including, travelling, pre-conference gatherings, checking in to hotel and/or the event, etc.); one additional day before and one additional day after the event the first day of the event if the event location is more than 50 miles from the District; and

ii) one additional day following the last day of the event if the Board Member spends in excess of four (4) hours in the performance of his/her official duties for such event, or one additional day after the last day of the event if the event location is more than 50 miles from the District.

4) Requests for reimbursement for expenses associated with family members, spouses, etc. will not be considered by the Board;

5) Conference lodging arrangements will utilize published group discount rates whenever available (when published group rates are not available, expenses must be administered in accordance with IRS guidelines); and;

6) Airfare shall be of the coach level travel. All air travel ~~of 1,000 miles or less~~ may be at the refundable coach travel level. ~~All air travel over 1,000 miles shall be non-refundable ticketing.~~

7) Mileage reimbursement for Board travel shall be based on actual miles driven and total mileage reimbursement shall not exceed the applicable coach airfare amount as specified in 1050.2 (6) above.

8) Mileage reimbursement for Board travel to functions, meetings and/or other local events lasting one day or less may file for mileage monthly by submitting a mileage log identifying event, time and round trip mileage.

9) All other mileage reimbursement for events lasting two days or longer must be submitted on the District travel form. Mileage reimbursement may include round trip travel and any additional mileage acquired during the trip.

In addition to the specific requirements of this Policy and the District's Travel and Reimbursable Expense Policy, reimbursement to Board Members shall be governed by the over-arching principle that such reimbursements are made from the taxpayers' dollars. As such, Board Members shall refrain from any activity that seeks to "maximize" his/her reimbursement, including, but not limited to, obtaining extravagant or unnecessary meals. Notwithstanding any technical compliance with this Policy or the Travel and Reimbursable Expense Policy, the Board reserves the right to withhold or recoup any reimbursement that the Board determines to be not consistent with this over-arching principle.

In addition, Board Members must provide a brief written or verbal report at the next Regular Board meeting describing any seminars, workshops conferences or meetings for which reimbursements were made or for which the District paid. Such reports will be deemed made if supplied in the agenda packets distributed to the Board and requesting parties.

In order to be reimbursed, the Board Member shall present itemized receipts (or a record of mileage) to the Clerk of the Board on an expense report, provided by the District, on a monthly basis, and at no time more than 30 days after incurring the expense.

District Board Members will submit a District Travel and Expense Reimbursement Forms, no more than 30 days after incurring an expense, for all expenses incurred and paid for by the District even if there is no reimbursement due the District Board Member. This includes all pre-paid events by the Fire District and purchasing card expenses. Board Members need not submit a Travel and Reimbursement Statement for any events for which a stipend is requested or events where the District purchases a table for both staff and Board Members.

The Board President and/ Vice President shall also review Travel and Expense Reimbursement Forms quarterly to ensure compliance with Board Policies. It is recognized that periodically Board Members are requested to represent the Fire District at community assigned or approved meetings other than those listed in Section 1050.0. In these instances, the Board President may authorize Board Members attendance; however, expenses may only be reimbursed after ratification at the next regular Board meeting.

Any and all expenses that do not fall within the adopted reimbursement policy or IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense being incurred. Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive approval from the Board of Directors in a public meeting, shall not be eligible for reimbursement.

Individual Board Members will sign their Board Travel and Reimbursement Expense Forms to confirm compliance with Board Policy.

Any Board Member may file for mileage reimbursement for attending Board approved meetings as referenced in Section 1050.0 located out of the boundaries of the District, including mileage to and from the airport from the District or home, whichever is less. Board Members may file a monthly expense report to the District for reimbursement. The mileage reimbursement shall comply with the IRS rules for mileage. In accordance with the District's Travel and Reimbursable Expense Policy (E)(2)(d), documentation reflecting mileage with the most efficient route must be included as reference. The Travel and expense Reimbursement Form must be filed by the fifth day of the following month.

When Board members travel, it is recommended that travel arrangements be made as far out from the travel date as reasonable to maximize the opportunity to obtain the best fare.

Board Members shall not be reimbursed for travel agents or third-party companies for travel reservations, since such services are unnecessary costs to the Fire District.

1050.3 Reimbursement for Technology and Related Expenses

Board Members may receive reimbursement for substantiated technology expenses or use of District owned devices in accordance with the District's Technology Use Policy. A Technology Allowance Election form must be submitted to commence the reimbursement process. Reimbursement may be retroactive to the 1st of the month in which the required substantiating documentation was submitted. From time to time, the Fire District will request substantiating documentation that must be submitted within 30 days of a written request to continue monthly reimbursement.

Board Members are discouraged from using personally owed devices for purposes such as making and receiving telephone calls, text messages or other electronic correspondence during public meetings for information concerning District business.

1050.4 Board Issued Equipment.

Board Members may be issued the following District equipment:

- A. Brush Jacket identified with Chino Valley Fire District lettering and name identification complying with District's specifications. This equipment is to be used for identification purposes only.
- B. White fire helmet with Director designation
- C. Wallet badge and wallet
- D. Identification card
- E. District credit or Purchasing Card
- F. Emergency Priority Phone Access Card
- G. Administration Access Key or FOB

Board Members are responsible for the care and security of District issued equipment, including replacing the equipment and/or reimbursing the District for the cost of any lost or damaged equipment. Upon termination and/or request of the President of the Board, a Board Member must return District issued equipment within seven (7) calendar days of the request. If the equipment is not returned within the seven-day period, if appropriate, the Fire Board is authorized to initiate appropriate action for recovery.

Administration Board Office Access Keys will be programmed to operate Monday through Friday between the hours of 7:00 a.m. to 8:00 p.m. Administration Building Office Access Keys will be programmed to operate during normal business hours Monday through Friday between 7:00 a.m. to 6:00 p.m. while the building alarm is off.

Fire District Electronic Equipment Use Policy, Social Media Use Policy and Purchasing Card Use Policy will apply to Board Members.

The District provided credit or purchasing card shall not be used for any personal expense, regardless of whether the Board Member ultimately reimburses the District for such expense.

The President and/or Vice President shall review purchasing card statement quarterly to ensure compliance with Board Policies.

Board Members, in good standing as determined by the Board of Directors in its discretion, retiring after eight consecutive years of service as a Board Member, may be issued a "Retired Director" badge and a "Retired Director" helmet shield plaque. The Board may, in its discretion, approve issuing these items for less than 8 years of service, with Board approval.

Board Members having served six (6) consecutive years in office a 4 year term and in good standing as determined by the Board of Directors in its discretion, may be allowed to keep the District issued and personalized Brush Jacket and white fire helmet, and will complete all required reporting obligations under State law, if any.

1050.5 Electronic Communications Accounts Use

Board Members shall comply with the Fire District's Electronic Communications Accounts Use Policy, which establishes guidelines for Board Members for use of electronic communications accounts for District Business.

1050.6 Board Members may use Fire District issued purchasing cards for qualifying expenses as outlined in the Policy and Procedures for Board of Directors or as approved by the Board. Board Members are to reconcile their monthly purchasing card statement and submit itemized receipts and approved statements to the Clerk of the Board for processing prior to submitting to accounts payable. Board Members shall submit all itemized purchasing card receipts to the Clerk of the Board within 15 days following the incurring of each expense.

POLICY TITLE: Board President
POLICY NUMBER: 1060

- 1060.0** The President of the Board of Directors shall serve as chair at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion or questions that follow said actions. The election of the Board President and Vice President are outlined in section 2010.5.
- 1060.1** In the absence of the President, the Vice President of the Board of Directors shall serve as chair over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chair of the meeting.
- 1060.2** Board Policy grants limited authority to the President to appoint Board Members to standing committees and liaison assignments, as set forth in Policy 1080. The Board President is also responsible, specified in Policy 2020.1, for coordinating individual Board Member requests for agenda items, including agenda items that may require staff work for the Fire Chief, District personnel or legal counsel.
- 1060.3** The President will be the primary Board contact with District Legal Counsel unless the Board directs otherwise or unless a matter involves the President, then the contact may be through the Vice President.
- 1060.43** It is the President's assigned responsibility to correspond with persons or organizations when it is appropriate to represent adopted District policy. Correspondence expressing a District position on legislative, political or policy issues shall require Board action. On occasion, support or opposition letters on legislative issues of direct concern to the Fire District may require timely submission. In certain circumstances, such as letters requested by CSDA, FDAC, CalChiefs or partner agencies on issues directly related to Fire District concern or where such a letter would be consistent with a previously taken policy position of the Board, the President of the Board shall have the authority to prepare correspondence expressing a Fire District position on legislative issues requiring timely submission and report to the Board at the next Board Meeting. Such correspondence shall receive high priority for timely preparation and distribution.
- 1060.4** It is the President's assigned responsibility to initiate, coordinate and schedule the annual Performance Evaluation of the Fire Chief. The President shall obtain all required Performance Evaluation forms and other necessary printed material to be distributed to the Board. The President shall call for a closed session of the Board for the purpose of distributing the paperwork and discussdeliberation that

includes the process for the Fire Chief Performance Evaluation.

The President shall decide on the format and/or procedures of the evaluation. The President shall have the authority to ~~have~~ schedule additional evaluations throughout his/her presidency if he/she deems appropriate.

The evaluations shall be closed session meetings and adhere to the Brown Act.

1060.5 It is the President's assigned responsibility to initiate, coordinate and schedule an annual Board workshop for team building and setting District goals.

The President shall decide on the format of the workshop length and content. The President shall have the authority to ~~have~~ schedule additional workshops throughout his/her presidency.

The workshops shall be open meetings unless portions of the workshop demands closed session ~~under~~consistent with the Brown Act.

1060.6 The President shall be authorized up to 2 days compensation for each evaluation and workshop preparation. The Vice President shall be entitled to the same compensation if assisting the President in said preparations. The President may hire the consultant and/or facilitator of his/her choice for the evaluations and workshop.

1060.7 The President shall be authorized up to 4 days compensation per month for meetings with the Fire Chief and/or District Personnel to conduct District business. ~~The President shall not meet with District Personnel under this section without first discussing the reason for the meeting.~~ The Vice President may be included and subject to the same compensation as set above if the President deems necessary.

1060.8 The President shall work in conjunction with the Fire Chief, ~~and the Assistant to the Fire Chief, or the District staff person designated by the Fire Chief~~ on the annual State of the Fire District.

1060.9 The President has the authority to approve additional Board Member compensated events such as Ad Hoc, Conferences, Seminars, Education, Training, Travel or other events not listed in Board Policy 1050.0. ~~For information purposes only,~~ such action shall be placed on the consent calendar of the next available Board meeting.

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 1070

- 1070.0** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be provided to Directors before meetings provided all Board Members receive the same information and do not attempt to discuss or develop a collective concurrence as to action to be taken prior to such meeting. Board Members shall comply with the Ralph M. Brown Act, California Government Code 54950 et seq.
- 1070.1** Written information that is exchanged before meetings shall be distributed through the Clerk of the Board and all Directors will receive all information being distributed.
- 1070.2** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 1070.3** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda in an orderly manner. All comments should be brief and confined to the matter being discussed by the Board. Board Members should not interrupt the Board President or other Board Members, while speaking.
- 1070.4** Directors may request that brief comments pertinent to an agenda item be included in the minutes; however, such requests may only be made at the meeting at which that particular item is discussed.

POLICY TITLE: **Committees of the Board of Directors, Community Liaison Assignments, AdHoc Committees and Boards of Joint Power Authorities**

POLICY NUMBER: **1080**

1080.0 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and the Board. Ad hoc committee appointments by the Board President should be announced by the Board of Directors at the next Board Meeting following appointment. The President should appoint a Chair, and the duties of the ad hoc committees shall be outlined at the time of appointment. The committee shall be considered dissolved when its final report has been made and reported to the Clerk of the Board for recording purposes.

1080.1 The Board President shall appoint and publicly announce appointments to Board standing committees, liaison assignments and Boards of JPAs for the ensuing year no later than the Board's first Regular Meeting in December with an effective date of January 1. A list of appointments should be made available at the Board Meeting prior to being announced. The role of the liaison is to attend meetings and represent the Board, gather information and concerns, develop contacts and relationships with local agencies within the Fire District, and report back to the Board in an effort to best serve the community.

Board Members are not to represent Board or Fire District positions without the prior approval of the Board. Board Members are not to express personal opinions or make personal comments when doing so could be construed as representing an official position of the Board (i.e., when representing the Fire District in any capacity or while wearing Fire District attire).

Board Members assigned as representatives or liaisons to other agencies must attend the meeting in person unless the meeting is occurring out of the District. In the event the meeting is out of the District, the meeting can be attended online by a Board Member only if the meeting is viewed live, and remote attendance is permitted pursuant to an executive order issued by the California Governor, or the agency's meetings are only provided online. Reviewing video of meetings after they have occurred is not permitted. The Board Member must attend the meeting until reasonably certain that there is no need to attend the entire meeting, meaning that there is nothing on the agenda that affects the District.

1080.2 The role of the Board's standing committees is to review policy issues pertaining to the committee's area of responsibility. Committee recommendations shall be referred to the full Board of Directors.

Committee Meetings shall be held as needed to fulfill their roles and responsibilities. The Board of Directors shall periodically review the functional application of such committees and evaluate the need to add, merge, or eliminate committees.

1080.3 The following shall be committees of the Board:

A. Planning Committee

The Planning Committee shall be tasked with reviewing policies relating to plans for the development of the Fire District and the delivery of emergency services.

B. Human Resources Committee

The Human Resources Committee shall be tasked with reviewing policies affecting the welfare of District personnel, as well as changes to classification structure and staffing levels.

C. Finance Committee

The Finance Committee shall be tasked with reviewing policies related to financial management of the District, including review of proposed budgets, major expenditures, long-range financial plans and other significant financial matters of the District.

D. Legislative Committee

The Legislative Committee shall be tasked with reviewing proposed and enacted legislation of interest to the District, including attending outside meetings of legislative interest to the Fire District, as individual representatives of the Fire District, and report any recommendations or matters of concern to the Board of Directors.

The Legislative Committee has the authority to sign letters of support or opposed to any legislation. For information purposes only, such action shall be placed on the consent calendar of the next available Board meeting.

1080.4 Community Liaisons

Community Liaisons may be appointed by the President to represent the District as needed in accordance with Section 1080.1. Standing liaison assignments include:

1. County of San Bernardino Meetings (one Board Member and one alternate)
2. City Mayor/Manager Quarterly Meetings (Board President and Vice President)
3. City of Chino (Two Board Members, one primary, one secondary)
4. City of Chino Hills (Two Board Members, one primary, one secondary)
5. Chino Valley Unified School District Board Meetings (one Board Member and one alternate)
6. Fire Safe Council Meetings (one Board Member and one alternate)
7. Citizen Advisory Committee Chino Institute for Men (one Board Member and one alternate)
8. Citizen Advisory Committee Chino Institute for Women (one Board Member and one alternate)
9. San Bernardino County Airport Commission (one Board Member and one alternate)
10. Fire Foundation (one Board Member and one alternate)
11. IEUA (One Board Member and one alternate)

A Board Member attending a community liaison assignment may give the District report, limited to public relations, to the governing body or group to which he/she is assigned. In the event that the primary liaison is unavailable to attend, then the secondary Board Member may give the District report. The primary and secondary Board Member may receive compensation for attendance as assigned. The alternate Board Member will receive compensation only when attending on behalf of the primary.

1080.5 Other Meetings

The Board President, Vice President and Fire Chief may meet as necessary with the Fire District's stakeholders (City of Chino, City of Chino Hills, San Bernardino County, and other legislators) to discuss matters of District concern. Board Members may attend such meeting as assigned by the Board President.

1080.6 Boards of Joint Power Authorities

Board Members may be appointed by the Board President to represent the Fire District in accordance with Section 1080.0 and 1080.1 on Boards of Joint Power Authorities with full voting authority on behalf of the Fire Board. The President shall appoint a primary and alternate member, when called for by the JPA governing documents. The appointed Board Members are expected to report to the full Fire District Board of Directors after attendance at every JPA Board Meeting, including any significant votes or discussions.

1080.7 **Board Members assigned to Liaisons to the Cities of Chino and Chino Hills, San Bernardino County Board of Supervisors, Chino Valley Unified School District, Inland Empire Utilities District and CONFIRE shall have the additional responsibility to meet with their respective assignment stakeholders acting on behalf of the Board, to discuss facilities, DIF's Development Impact Fees, and any other matters that may directly affect the District.**

POLICY TITLE: CEREMONIAL CERTIFICATES AND PRESENTATIONS
POLICY NUMBER: 1085

1085.0 As a first responder governmental agency, the Fire District may be represented at community events by local area elected representatives such as a legislators, County Supervisor or City Council members as area representatives. However, at times, it may be appropriate for the Board Members or Fire Chief to present certificates directly representing the Fire District when the relevance is specific to the Fire District.

The President of the Board shall sign and present all Fire District ceremonial certificates presented at community events within the Fire District. The President may designate a Board Member to sign and/or present on his/her behalf if unavailable. At times, it may be appropriate for the Fire Chief to present the certificate on behalf of the President. The President will ensure that all certificates are in compliance with this policy as set forth below.

Fire District ceremonial certificates will be reserved for written or formal requests from governmental partner agencies within the District. A request for a certificate shall be relevant to the Fire District and representative of the Fire District's support for the recipient of the certificate as outlined in this policy.

Ceremonial certificates when formally requested by the recipient may be presented as follows:

- A. Civic celebrations within the Fire District; events in support of partner cities and legislators and non-profit organization with a direct relevance to the service provided by the Fire District and directly promoting the Fire District.
- B. Retirements for government officials within the Fire District and Fire Service Chief Officers.
- C. Heroism specifically related to the Fire District.
- D. Eagle Scout or similar significant Chino Valley community accomplishments or achievements as requested.
- E. Non-profit corporations specific to promoting and supporting the Fire District.

Requests for certificates of generic nature and/or not specific to the Fire District's role or support, or requests that are commercial or political in nature shall not be qualified for presentation without Board pre-approval at a Board Meeting. Certificates for governmental events or activities outside of the Fire District boundaries may be presented if a formal request is submitted by the requestor and the local event or activity demonstrates Fire District relevance and support of the receiving organization. Such presentations must obtain prior approval by the Board President and shall be announced at the next Regular Board Meeting during Board Comments.

POLICY TITLE: Membership in Associations
POLICY NUMBER: 1090

1090.0 The Board of Directors recognizes that individual Directors memberships and participation in certain associations, service clubs, and fraternal organizations may have inherent value to the District and therefore encourages such participation. Directors in good standing as determined by the Board of Directors may receive reimbursement of the direct and reasonable cost of said membership. Board Members are limited to no more than two such memberships paid for by the Fire District. Authorization for membership and participation shall be reviewed annually by the Board in January.

Individual Board memberships in other professional organizations must be approved by the Board annually.

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 1100

- 1100.0** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve Board Member performance and/or District operation. With prior approval from the Board of Directors or Board Policy and Procedures appropriate budgeted expenditures associated with these conferences and meetings can be reimbursed as outlined in Section 1050.2.
- 1100.1** It is the intent of the Board to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, mandated and educational courses, approved and required webinars or conference call meetings, participation with professional organizations, and attendance at local, state and national conferences as approved by the Board or the Board Policy and Procedures. It is the policy of the Board of Directors that Directors receive Board approval prior to attending these events, if not in the Board Policy and Procedure Manual, or incurring any expenses on behalf of the District. In the absence of time, the Board President may approve attendance for which the Board Member may be eligible for remuneration and/or reimbursement pursuant to Sections 1050.0 and 1050.2. Such remuneration and reimbursement will subsequently be presented to the entire Board for ratification.
- 1100.2** When Board Members are authorized by the Board to attend conferences and/or seminars, Board Members are responsible for confirming in writing (which may include an email), with the Clerk of the Board their intent to attend authorized conferences/seminars and this confirmation shall take place with sufficient time allowed to comply with registration deadlines and cancellation policies for the conference/seminar. The Clerk of the Board or designee is responsible for coordinating the necessary travel and lodging arrangements for Board Members. The Board Members may make some or all of his/her arrangements, however, the Board Member must coordinate his/her arrangements with the Clerk of the Board or his/her designee to specify what components of the travel will be handled by the Board Member. Board Members shall notify Clerk of the Board of any changes to original requests and/or reservations or registrations in writing (which may include email) to avoid any unnecessary cancellation or change fees. Board Members shall not be reimbursed for travel agents or third-party companies for travel reservations, since such services are unnecessary costs to the Fire District.

- 1100.3** Expenses to the District for Board of Directors' training, education and conferences will be governed by Section 1050.2 of this policy document and the District's Travel and Reimbursable Expense Policy and should be kept to a minimum by:
- A. Utilizing published group discount lodging rates whenever available.
 - B. Directors traveling together whenever feasible and economically beneficial.
 - C. Requesting reservations sufficiently in advance, when possible, to obtain discounted rates.
- 1100.4** A Director shall not attend a conference, training event or liaison committee assignment for which there is an expense to the District if it occurs after the Director announced his or her pending resignation or unsuccessful reelection.
- 1100.5** Board Members are expected to complete the Special District Leadership Foundation (SDLF) Special District Leadership Academy, within ~~18-12~~ months of becoming a Board Member, which has been identified as the core special district governance training in California and covers the essentials of good governance. It is also highly recommended that the FEMA sponsored Introduction to the Incident Command System (IS100) Course be completed within ~~18-12~~ months of becoming a Board Member. Board Members are also encouraged to complete any courses required by Fire District Board Members to maintain the California Special Districts (CSDA) District of Distinction Certification and the Fire District Transparency Certification.
- 1100.6** Members of the Board of Directors are encouraged to attend webinars that are Board related training and education. Any webinar taken by a Board Member that results in a stipend must provide a copy of webinar completion. Any non-certificated course is not eligible for a stipend. Webinars are limited to two (2) per month. The two (2) per month limit is in addition to any other required or mandated training as outlined in these policies. These webinars are limited to any Board level training offered by the California Special Districts Association (CSDA), Fire Districts Association of California (FDAC), Liebert, Cassidy and Whitmore (LCW) and Best, Best and Krieger (BB&K), Stipend pay is included in Section 1050.0.

POLICY TITLE: Board Member Safety
POLICY NUMBER: 1110

1110.00 Board Members Safety

The scene of a major emergency is often a chaotic and dangerous environment. If a Board Member determines that it is necessary for them to personally visit the scene it is requested that they make contact with the Fire Chief in advance of traveling to the incident. If the Fire Chief is unavailable the Board Member should contact the Back-Up Duty Chief or the Incident Commander prior to traveling to the scene. Making contact in advance of arriving at the scene will allow staff an opportunity to provide for the safety of the Board Member upon their arrival at the incident.

In these situations, Board Members should also be aware that our Command Staff will be focused on providing for the safety of the public and our personnel; with that in mind there may not be a staff member immediately available to brief them or escort them around the scene.

POLICY TITLE: Board Member Fire District Clothing Use
POLICY NUMBER: 1120

1120.00 Board Members District Clothing Use

Board Member approved clothing will be ordered through the Clerk of the Board. Clothing allowance will be approved by the Board through the annual budget process. Board Members may wear approved clothing only to events where Board Members are representing the Fire District and shall not be used for personal gain.

Upon leaving office, Board Members shall cease wearing clothing representing the Fire District and shall either return the clothing to the Fire District for appropriate disposal or dispose of all Fire District clothing in a manner in which the clothing cannot identified as Fire District clothing and used to represent the Fire District.

POLICY TITLE: Community Support Fund
POLICY NUMBER: 1130

1130.00 Community Support Fund

A Community Support Fund is established in the amount of \$12,500 per fiscal year. The total amount will be divided equally among the Board Members for distribution to non-profit groups. The funds are intended for organizations that provide services for the benefit of the community within the District and serve a lawful public purpose. Funds may not be used for any political campaigning, religious, or purely private purposes or activities.

Disbursement of funds require majority approval by the Board of Directors. Board Members shall submit a request for distribution of funds to the Clerk of the Board. The request will be placed on the next available Board meeting agenda for consideration of approval by the Board of Directors.

POLICY TITLE: Board Meetings
POLICY NUMBER: 2010

2010.0 Regular meetings of the Board of Directors shall be held on the *second Wednesday* of each month, with the open session beginning at 6:00 p.m. (closed sessions may begin at any posted time prior to or after the open session) at the Chino Valley Independent Fire District Headquarters Office located at 14011 City Center Drive, Chino Hills, California. The Board of Directors hereby reaffirms its commitment to complying with the Ralph M. Brown Act (California Government Code §54950 through §54963).

2010.1 Special Meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

- A. All Directors, the Fire Chief and desired staff shall be notified of the Special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered personally, by mail, facsimile, electronically or otherwise at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed for any Director, who at or prior to the time the meeting convenes, files with the Clerk of the Board a written waiver of notice, or for any Director who is actually present at the meeting when it convenes.
- B. Newspapers of general circulation in the District, radio stations, television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified in writing, delivered personally, by mail, facsimile, electronically or otherwise, and shall be received at least 24 hours before the time of the meeting as specified in the notice.
- C. An agenda shall be prepared as specified for Regular Board meetings in Policy #2020 and shall be delivered with the notice of the Special Meeting to those specified above.
- D. Only those items of business listed in the call for the Special Meeting shall be considered by the Board at any Special Meeting.
- E. The Board shall not call a special meeting to discuss or act on the salary, salary schedule, or compensation paid in the form of fringe benefits for the any of the following positions, including anyone acting in any such capacity, at the District: the Fire Chief, any Deputy Chief, the Finance Manager, and the Human Resources Manager. Any such discussion or action shall occur at a regular meeting of the Board. However, this subdivision does not apply to the Board calling a special meeting to discuss the District's budget.

2010.2 Special Meetings (emergency)

A. Regular Emergency

An emergency means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Directors. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement for special meetings, or both. However, each person, local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to the Brown Act and Policy #2010.1 shall be notified by the President of the Board of Directors, or his or her designee, one hour prior to the emergency meeting.

B. Dire Emergency

A dire emergency means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board of Directors to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the Board of Directors. In the case of a dire emergency, at or near the time that the President of the Board of Directors or his or her designee notifies the members of the Board of Directors of the emergency meeting, notice of the dire emergency special meeting shall be given by telephone and all telephone numbers provided in the most recent request of a person, newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this policy section 2010.2 shall be deemed waived, and the Board of Directors, or any designee of the Board of Directors, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

2010.3 During a meeting held pursuant to policy #2010.2, the Board of Directors may meet in closed session pursuant to the Brown Act (Gov. Code, § 54957, subd. (a).) (i.e. with the Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public

services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities) if agreed to by a two-thirds vote of the members of the Board of Directors that are present, or, if less than two-thirds of the members are present, by a unanimous vote of the Board of Directors present.

All special meeting requirements, as prescribed in the Brown Act (Gov. Code, § 54956 and these policies shall be applicable to a meeting called pursuant to policy #2010.2, with the exception of the 24-hour notice requirement.

The minutes of a meeting called pursuant to this Policy #2020.2, a list of persons whom the President of the Board of Directors, or designee of the Board of Directors, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after any emergency or dire emergency meeting as possible.

2010.4 Adjourned Meetings.

The Board of Directors may adjourn any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Clerk of the Board may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in section 2010.1.B. above. If less than a quorum is present, those present may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

2010.5 Election of Board Officers; Organizational Meetings.

Subject to the other provisions of this Section and to state law, the Board of Directors shall elect a President and Vice President at its first regular meeting in November. The election of the President and Vice President is made by the Board and shall become effective on December 1 of that year. The Board may, in its discretion, choose to forego such election of its President and Vice President at the first such November meeting in years where there is a general district election or unopposed election, triggering a separate election of the Board's President and Vice President at a different meeting of the Board, as set forth immediately below.

In accordance with Health and Safety Code section 13853, within 60 days after each general district election or unopposed election to the Board, the Board shall meet and elect its President and Vice President. New Board Members who have won such election but have not yet assumed their position on the Board may be elected to be the Board President or Vice President, but such election shall not become effective until the later of when new Member assumes office or the first day of the calendar month following the Board Member's election as President or Vice President. Such election, pursuant to this paragraph, of any Board Member other than a newly elected Board Member shall become effective on the first day of the calendar month following such election to be President or Vice President.

The procedure for the Board's election of its President and Vice President is as follows:

- A. Nominations may be made from the Board. When a nomination is made, no second is required.
- B. No one can nominate more than one person for a given office until every member who desires has an opportunity to nominate a person.
- C. The current President will call for the nominations by saying, "Nominations are now in order for the office of President, etc."
- D. Member should say, "I nominate Director?" Current President should say, "Director? is nominated. Are there any further nominations for the office of President etc.?" (Pause) "If not, nominations are closed."
- E. For office for which no candidate has a majority, the current President announces "No Election".
- F. Voting Procedure is a Voice Vote.

2010.6 The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

2010.7 The President and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate in compliance with the Brown Act's requirements for agendas and accessibility for attendees.

2010.8 Teleconferencing. Teleconferencing connects Board Members by electronic means, through either audio or video or both. The Board of Directors may teleconference as authorized by the Brown Act, (Gov. Code,

§ 54953.) for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Directors.

- A. All votes taken during a teleconference meeting shall be by roll call.
- B. Agendas shall be posted at all teleconference locations and all teleconferencing locations shall be identified in the agenda.
- C. All teleconferencing locations must be accessible to the public and provide the public an opportunity to address the Board.
- D. During the teleconference, at least a quorum of the Board shall participate from locations within the boundaries of the District.

POLICY TITLE: Swearing-in of Newly Appointed or Elected Board Members
POLICY NUMBER: 2015

2015.0 Swearing-in of Newly Appointed or Elected Board Members

The Clerk of the Board will perform the official oath of office for newly appointed or Elected (including re-elected) Board Members as soon as practical following official notice from the Registrar of Voter Office confirming the final ballot count. A ceremonial swearing-in will take place at the next Board Meeting by a Judge, ~~or the Clerk of the Board,~~ or an individual designated by the official being sworn in.

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 2020

2020.1 The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors.

The President, Vice President and the Fire Chief shall discuss proposed agenda prior to the posting of any agenda. It is the President's responsibility for final approval of the agenda.

For any regular meetings or special meetings, where there is no legal conflict, any Board Member may request that an item directly related to District Business be placed on the agenda by channeling his/her request through the Board President or Fire Chief. If channeled through the Fire Chief, the Fire Chief will promptly notify the Board President of the request. Such requests shall be made no later than 5:00 p.m. fifteen (15) days prior to the regular Fire Board meeting or Special Fire Board meeting. All requests from Board Members for agenda items must be submitted on a District form and shall clearly define the District specific purpose, presenter, and justification for placing the item on the agenda. The President shall decide whether an item requested by an individual Board Member shall be placed on a future agenda. Any request not approved by the President shall be placed on a future agenda on the consent calendar informing the full Board of the President's determination. If the item is pulled for discussion, the merits of the proposed agenda item shall not be discussed, but instead, only the determination of placing the proposed agenda item on a future agenda. If a majority of the Board desires an item to be placed on a future agenda, such item shall be placed on a future agenda.

A Board Member may place an item related to District Business on the next agenda at any Regular Board Meeting with President (or Board) approval, as outlined above.

Issues not related directly to Fire District concern or of a controversial or sensitive nature, should always first be placed on the Board agenda for discussion by the Board of Directors.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- A. The request must be in writing and be submitted to the Board President or Clerk of the Board, with supporting documents and information, if any, by 5 p.m. on the Wednesday fifteen (15) days prior to the Board meeting.
- B. The Board President, upon consultation with appropriate parties, will determine whether the public request is or is not a "matter directly related to District business" and whether the matter warrants placement on a future agenda. Any request not approved by the President shall be placed on a future agenda under consent calendar informing the full Board of the President's determination. The items may be pulled for discussion and if a majority of the Board desires an item to be placed on a future agenda, such item shall be placed on a future agenda

2020.2 Consent Calendar. Items of a routine nature and non-controversial nature shall be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Any Board Member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Clerk of the Board shall be instructed to record such abstentions in the minutes.

No matter, which is legally a proper subject for consideration by the Board in closed session, will be included in the consent calendar.

2020.3 Public Comments. Any person may address the Board at any regular meeting on any item of interest to the public that is within the subject matter of the Board of Directors during the Public Comments portion of the meeting. Any person may address the Board at any special meeting on any item that has been described in the notice for the special meeting. Each person desiring to speak shall be limited to ~~five (5)~~three (3) minutes, unless extended by the President. Such ~~five (5)~~three (3) minute time period shall be extended to ~~ten (10)~~six (6) minutes for any member of the public who utilizes a translator, to ensure that non-English speakers receive the same opportunity to directly address the Board, unless the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously.

In the event such an extension is given to one person a similar extension shall be provided to all others wishing to speak. Any public comments on items listed on the agenda should be addressed at the time the agenda item is up for consideration. For any matter that, in the opinion of a majority of the Directors present and qualified to act, a large number of requests to

speakers have been presented, the President may require those persons with similar interests to appoint one spokesperson in order to preserve the timely and orderly conduct of the meeting or limit each speaker's time.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda and that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

- 2020.4** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.
- 2020.5** Except for emergency or dire emergency situations, the agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location. In emergency or dire emergency situations, the notice requirements of Policy #2010.2 shall be followed.
- 2020.6** A Closed Session at a regular Board Meeting may be scheduled to commence several hours prior to the Regular Board Meeting.

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 2030

2030.0 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order Revised shall also be used as a general guideline for meeting protocol unless provided for otherwise in these Policies. District policies shall prevail whenever they are in conflict with Robert's Rules of Order Revised. Each Board Member will have (5) five minutes to speak during Board Comments portion of the agenda and five (5) minutes during the Board Comments section of each specific agenda item, unless an extension is granted by the Board President in the President's sole discretion. Any such time extension should be granted to all Board Members equally. Board Members shall not be permitted to split their allotted speaking time.

Board members are not permitted to leave the dais at any time during the meeting. If a Board Member wishes to leave the dais, He/she must ask permission from the Board President for a short recess. The Board President shall grant a short recess for a minimum of five (5) minutes.

2030.1 All Board meetings shall commence ~~at the~~ no earlier than the time stated on the agenda ~~and shall be guided by same.~~

2030.2 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- A. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and, receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- B. Permit any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject of interest to the public that lies within the jurisdiction of the Board of Directors.

- 1. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Board finds that there is in fact willful disruption of any meeting of the Board so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the room cleared and subsequently conduct the Board's

business. In such an event, only matters appearing on the agenda may be considered in such a session.

After clearing the room, the Board may permit those persons who, in its opinion, were not responsible for the willful disruption to re-enter the meeting room. Duly accredited representatives of the news media, whom the Board finds not to have participated in the disruption, shall be admitted to stay for the remainder of the meeting.

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 2040

2040.0 Actions by the Board of Directors include but are not limited to the following: adopting or rejecting any item on the agenda.

- A. Adoption or rejection of regulations or policies;
- B. Adoption or rejection of a resolution;
- C. Adoption or rejection of an ordinance;
- D. Adoption or rejection of the annual budget;
- E. Approval or rejection of any contract, expenditure or proposal as required within the District's purchasing/acquisition policy or for those contracts, expenditures or proposals which exceed the ~~\$25,000~~\$100,000 authority extended to the Fire Chief;
- F. Approval or rejection of any proposal that changes the number and/or classification of authorized personnel unless such authority has been provided otherwise pursuant to any applicable MOU, Personnel Rules, or other employment agreement.
- G. Approval or disapproval of non-routine matters, which require or may require the District or its employees to take on-going action and/or provide substantially different or additional services;
- H. Approval or rejection of warrants for payment;
- I. Approval or rejection of the monthly financial report including collections received and deposited and sales of District property.

2040.1 Except where otherwise specifically required by law, action can only be taken by the recorded vote of the majority of the total members of Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote or other is required by policy or other law).

2040.2 A member abstaining in a vote is considered absent for that vote; otherwise, the member is not considered absent.

Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

2040.3 Remedies for Violations of Law or Policy.

1. **Referral to Outside Agency.** In the event the Board becomes aware of a violation of any federal, state or local law by a Board Member, the Board may, in addition to any other remedies available, refer such matter to the appropriate federal, state or local authorities for civil and/or criminal investigation (where applicable).
2. **Censure.** In addition to the remedies provided above, in the event that any federal, state or local law, or any District or Board Policy is violated, whether maliciously, willfully, intentionally or negligently, the Board may, in addition to any other remedies available, censure the violating Board Member, revoke Board Member privileges such as stipends, travel reimbursements, training reimbursements, health and welfare benefits, and committee or liaison appointments, refer the matter to the appropriate authorities for civil and/or criminal investigation (where applicable), seek judicial relief, or any combination of such remedies. Prior to censuring a Board Member, the District shall provide written notice to the Board Member proposed to be censured, informing that Board Member of the basis for such proposed censure. At the Board meeting at which the proposed censure is considered, the Board Member who is subject to censure shall be provided an opportunity to address the proposed censure.

2040.4 The naming or renaming of all District facilities shall be determined by a majority vote of the Board.

2040.5 Prior to taking final action, the Board of Directors shall verbally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a District executive during the open meeting in which the final action is to be taken.

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 2050

- 2050.0** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
- A. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
 - B. The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 2060

2060.0 The Clerk of the Board of the Board of Directors or Acting Clerk of the Board shall keep minutes of all regular and special meetings and standing committees of the Board.

- A. Copies of Regular and Special Board minutes shall be made for distribution to Directors with the agenda at a regular Board meeting or Special Meeting.
- B. The official typed minutes of the regular and special meetings and standing committees of the Board shall be kept in fire-resistant locked cabinets or fire resistant locked safe or a trusted electronic system.

2060.1 A video **and/or audio** recording **may shall** be made of each open meeting of the Board of Directors, **and as may be required by State law. The video shall be posted on the Districts website within 48 hours after the meeting is concluded.**

- A. The official records of the meetings are the approved typed minutes. **Videos of the meetings shall serve as a backup to the typed minutes and used if a dispute or more clarification of the typed minutes are necessary.**
- B. If a recording is to be made during closed session, the President will announce the fact that a recording is being made at the beginning of the closed session meeting, and the recording device shall be placed in plain view of all present, so far as is possible.
- C. Recordings made during closed sessions of the Board are deemed confidential and not a public record.
- D. The video and audio recordings, discs or other electronic data/information storage devices shall be kept in a trusted electronic system for at least thirty days (30) after each meeting of the Board of Directors or as specified in the Fire District's retention schedule and until the minutes are approved, whichever comes first.

2060.2 Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous. The Board President or Clerk shall publicly report any action taken and the vote or abstention on that action of each member present for the action. This report may be made by the President, or the Clerk of the Board, or their designee. For actions that are taken unanimously, the public report may simply reference the fact that the action was taken unanimously.

All resolutions and ordinances adopted by the Board shall be presented in complete context and numbered consecutively starting new at the beginning of each calendar year. Original resolutions and ordinances shall be kept in fire-resistant locked cabinets or in a fire-resistant locked safe.

2060.3 The minutes of Board meetings shall reflect the following:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Call to order;
4. Arrival of tardy Directors by name;
5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
6. Adjournment of the meeting;
7. Approval or amended approval of the minutes of preceding regular and special meetings;
8. Complete information describing each item presented for the Board's deliberation and or action;
9. All actions taken by the Board, including action taken pursuant to Section 2040 and including a summary of the discussion on such action and the roll call record of the vote on a motion if not unanimous;
10. A record of all bid procedures, including calls for bids authorized, bids received and other action taken;
11. A record of all important correspondence;
12. A record of the Fire Chief's report to the Board;
13. Visitors and delegations appearing before the Board.

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 2070

2070.0 Maintenance of Order.

The President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the President and all questions and remarks shall be addressed to the President.

2070.1 Points of Order.

The President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the President be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

2070.2 Decorum and Order - Board Members.

Any Board Member desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the matter under debate.

- A. A Board Member desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself/herself or to designate some member of his/her staff for that purpose.
- B. A Board Member or member of the public, once recognized, shall not be interrupted while speaking, unless called to order by the President, unless a Point of Order is raised by another Board Member, or unless the speaker chooses to yield to questions from another Board Member. Board Members will have a total of (5) five minutes to speak on each agenda item, unless an extension is granted by the Board President, in the president's sole discretion. Any time extension shall be granted to all Board Members equally. Board Members shall not be permitted to split their allotted speaking time.
- C. Any Board Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order or out of compliance with this policy, he/she shall remain silent or shall alter his/her remarks so as

to comply with rules of the Board. In the event a Board Member refuses to alter his/her remarks so as to comply with the Rules of the Board, the President shall be authorized to call a recess of the meeting.

- D. Board Members shall at all times conduct themselves with the utmost courtesy to each other, to staff and to members of the audience present at Board meetings and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- E. The Board President is the legislative officer who is responsible for seeing that decorum and order is maintained during the order of business.
- F. Any Board Member may move to require the President to enforce rules and the affirmative vote of a majority of the Board shall require him/her to so act.

2070.3 Decorum and Order - Employees.

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Members.

2070.4 Conflict of Interest.

All Board Members are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Board Member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Board Member shall identify the interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required, recuse himself or herself from discussing and voting on the matter, and (unless the matter has been placed on a portion of the agenda reserved for uncontested matters) shall leave the Board Chambers until after the discussion, vote, and any other disposition of the matter is concluded. However, the Board Member may speak on the issue during the time that the general public speaks on the issue. In addition to legal conflicts of interest, Board members should be cognizant of the perception of conflicts of interest. For example, when a Board member is involved in activities outside of his/her official District duties (i.e., attending a public meeting of another agency in his/her private capacity, interacting with other agencies/parties as part of his/her private job duties), that Board member should make it clear to the parties involved that the Board member is acting in his/her private capacity, and not as a District Board member.

2070.5 Limitation of Debate.

No Board Member should speak more than once upon any one subject until every other Board Member choosing to speak thereon has spoken. No member shall speak for a longer time than five minutes each time he/she has the floor, without the approval of a majority vote of the Board.

2070.6 Dissents, Protests, and Comments.

Any Member shall have the right to express dissent from or protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment, is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following "reasons."

2070.7 Rulings of President Final Unless Overruled.

In presiding over meetings, the President, Vice President or temporary President shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Members present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

2070.8 Actions Not Invalidated.

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

2070.9 Actions.

The Board may act only by ordinance, resolution or motion. For Example, Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

2070.10 Processing of Motions.

When a motion is made and seconded, it shall be stated by the President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

2070.11 Motions out of Order:

The President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

2070.12 Division of Question:

If the question contains two or more dividable propositions, the President may, and upon request of a Member shall, divide the same.

2070.13 Precedence of Motions:

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- a. Adjourn
- b. Fix hour of adjournment
- c. Table
- d. Limit or terminate discussion
- e. Substitute
- f. Reconsider
- g. Amend
- h. Postpone

2070.14 Motion to Adjourn: (Not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion.
- b. When made as an interruption of a Member
- c. When discussion has been ended, and vote on motion is pending, and
- d. When a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

2070.15 Motion to Fix Hour of Adjournment. (Not debatable)

Such a motion shall be to set a definite time at which to adjourn is not debatable and shall not be amended except by unanimous vote.

2070.16 Motion to Table. (Not debatable)

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

2070.17 Motion to Limit or Terminate Discussion. (Not debatable)

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

2070.18 Motion to Amend. (Debatable)

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

2070.19 Motion to Continue. (Debatable)

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

2070.20 Reconsideration. (Debatable)

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Board.

2070.21 Voting Procedure.

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the President voting last. The Clerk of the Board shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye,' 'no' or 'abstain.' Any Board Member not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have his vote recorded as 'aye.'

2070.22 Tie Votes.

Tie votes shall be considered a no vote or denial.

POLICY TITLE: **Procedure for Adopting a Resolution**
POLICY NUMBER: **2080**

2080.0 Resolutions Prepared in Advance.

Where a resolution has been prepared in advance, the procedure shall be: Motion, second, discussion, vote pursuant to the methods set out for motions, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. When a resolution has not been prepared in advance, the general counsel or staff shall prepare a resolution for presentation at the next meeting.

POLICY TITLE: Procedure for Adopting an Ordinance
POLICY NUMBER: 2090

2090.0 Ordinances of the District are generally adopted pursuant to Government Code section 25120 et seq., which governs the adoption of ordinances by counties. Place the ordinance on agenda for regular meeting by title and brief description of content (an exception is an urgency ordinance which may be adopted at a regular or special meeting).

I. Discussion.

- A. Form. The enacting clause of an ordinance must be, "The Board of Directors of the Chino Valley Independent Fire District ordains as follows." Every ordinance must be signed by the President of the Board of Directors and attested by the Clerk of the Board.

II. First Reading/Introduce the Ordinance.

- A. Read title and then make a motion to waive further reading of entire ordinance and read by title only. The motion to waive further reading must be carried by a majority vote.
- B. Reading of title by the Clerk of the Board.
- C. Motion to introduce

Moved by:
Seconded:
Carried by:

III. Adoption/Second Reading.

Ordinances cannot be passed within five days of their introduction, nor at other than a regular meeting or at an adjourned regular meeting. However, an urgency ordinance may be passed immediately upon introduction and either at a regular or special meeting. This limitation does not apply to ordinances that by statute can be passed only after notice and a public hearing.

- A. Clerk of the Board to read title.
- B. Make motion to waive reading of entire ordinance. (see above) Motion to adopt Ordinance No. ____ to be read by title and number only.

Moved by:

Seconded:

Carried by:

- C. Clerk of the Board to read by title and number only.
- D. State: Following the thirty-day waiting period, Ordinance No. ____ will become effective.
- E. On the passage of all ordinances the votes of the several members of the Board shall be entered on the minutes, and all ordinances shall be entered at length in the ordinance book.
- F. When ordinances (other than urgency ordinances) are altered after introduction/first reading, they can be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this requirement. This requirement does not apply to ordinances that by statute can be passed only after notice and a public hearing.

IV. Publication.

Publication of ordinances may occur in any of the following three manners:

- A. Full Publication. The ordinance must be published within fifteen (15) calendar days of adoption. The ordinance is published once in full in the newspaper of general circulation within the District. If there is no newspaper published in the District, the ordinance shall be posted in a prominent location at the Board of Directors' chambers within the 15-day period and remain posted thereafter for at least one week. Except for maps, any exhibit attached to and incorporated by reference in an ordinance need not be published in its entirety if the publication lists all those exhibits by title or description and includes a notation that a complete copy of each exhibit is on file with the Clerk of the Board and is available for public inspection and copying in that office in accordance with the California Public Records Act. A certificate of the Clerk of the

Board or order entered in the minutes of the Board that the ordinance has been duly published or posted is prima facie proof of the publication or posting.

- B. For summary publication: Publish both before and after adoption. The summary of the proposed ordinance must be prepared by the Fire Chief or his or her designee, published, and a certified copy of the full text of the proposed ordinance must be either posted in the District's office or on the District's website at least five (5) days before the meeting where the ordinance will be adopted. The summary is published again within fifteen (15) days after adoption and a certified copy of the full text of the ordinance must be either posted in the District's office or on the District's website with both the summary and the certified copy containing the names of those Board Members voting and their votes or abstentions.
- C. If the Fire Chief or his/her designee determines that it is not feasible to prepare a fair and adequate summary of the ordinance, and if the Board so orders, a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the District must be published at least five days prior to the Board meeting at which the proposed ordinance is to be adopted. Within 15 days after adoption of the ordinance, a display advertisement of at least one quarter of a page must also be published. The advertisement must indicate the general nature of, and provide information about, the ordinance, including information sufficient to enable the public to obtain copies of the complete text of the ordinance, and the names of those Board members voting for and against the ordinance.
- D. If the Fire Chief fails to publish an ordinance within 15 days after the date of adoption, the ordinance shall not take effect until 30 days after the date of publication.
- E. Effective Date.
All ordinances shall become effective 30 days from the date of final passage, except the following ordinances, which shall take effect immediately.
 - (a) Those calling or otherwise relating to an election.
 - (b) Those specifically required by this code or by any other law to take immediate effect.
 - (c) Those fixing the amount of money to be raised by taxation, or the rate of taxes to be levied.
 - (d) Those for the immediate preservation of the public peace, health, or safety, which shall contain a

- declaration of the facts constituting the urgency and shall be passed by a four-fifths vote of the Board.
- (e) Those specifically relating to the adoption or implementation of a memorandum of understanding with an employee organization.
 - (f) Those relating to salaries and other compensation of officers, other than elected officers, and employees.

Certain ordinances and resolutions require special notice and/or hearing requirements. Some of these include:

- Ordinances increasing Board Member compensation pursuant to Health and Safety Code section 13857/ Wat. Code, § 20200 et seq.
- Ordinances adopting a fire prevention code by reference pursuant to Government Code section 50022;
- Resolutions concerning the abatement of hazardous weeds and rubbish pursuant to Health and Safety Code section 14875; and
- Ordinances adopting or amending fees to cover the cost of any service which the district provides pursuant to Health and Safety Code section 13916.

Resolutions generally do not require first and second readings and can be adopted to be effective immediately.

CITY OF CHINO HILLS

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

COMMUNITY ORGANIZATION GRANT FUNDING POLICY

Date Adopted: 10/25/2022

Section: 1.11

1. PURPOSE

The City of Chino Hills entered into an agreement with USA Waste of California, dba Waste Management (WM), for Integrated Solid Waste Management Services. The term of this agreement is July 1, 2022 through January 31, 2030 with one, two year renewal option. Section 3.4 of this agreement requires WM contribute \$40,000 per year to support community organizations in the City of Chino Hills subject to the approval and direction of the City Council. This policy outlines the guidelines and procedures for the distribution of these funds to organizations that provide services for the benefit of the City's neighborhoods and its residents.

2. DEFINITIONS

- 2.1. Community Organization Grant – The Community Support Funding distributed equally to each Council Member that can be awarded to organizations for services that provide a benefit for the City and its residents. The award amount must be a minimum of \$1,000 up to the Council Member's full allocation.
- 2.2. Community Organization Grant Agreements (COGA) – Agreements executed between the City and organization receiving Community Support Funds as allocated by the City Council.
- 2.3. Community Support Funding – Funds received by the City by WM on an annual basis for the purpose of supporting community organizations in the City of Chino Hills.
- 2.4. Grantee – The organization receiving Community Organization Grant Funds.

3. RESPONSIBILITY

2.1 City Council

2.1.1 Determine annually how the funds will be distributed by vote of the entire City Council.

2.1.2 Individual Council Members notify the City Manager or designee of any funding requests up to the limit allowed.

2.2 City Manager and/or designee

2.2.1 Analyze each Council Member's request to distribute funds and conduct research to determine whether fulfilling the request would serve a community need and comply with this policy. Prior to making this decision, the City Manager and designees will not discuss the request with any Council Member other than the Council Member that made the request, except at a meeting properly noticed pursuant to the Ralph M. Brown Act, Government Code section 54950 et seq. ("Brown Act"). The purpose of this restriction is to avoid any potential for a violation of the Brown Act through serial meetings.

2.2.2 Develop additional guidelines or procedures in conjunction with the City Attorney to execute this policy as deemed appropriate.

2.2.3 Has the final authority to approve the COGA (once the COGA is approved as to form by the City Attorney).

2.2.4 Track the funds for each Council Member and ensure that the Council Member's funds apportioned pursuant to this policy are sufficient to cover the request before approving disbursement.

2.3 City Attorney's Office

2.3.1 Review all COGAs for compliance with this policy and with applicable law.

2.3.2 Has the authority to execute the COGA "approved as to form."

4. POLICY

4.1 Each year, the City Council will determine what portion, if any, of the \$40,000 referenced above is spent collectively, by a vote of the Council. The remainder will be distributed in equal amounts to each Council Member such that each Council Member will have the ability to distribute 1/5 of the remainder to organizations of his or her own choosing.

4.2 After distribution of a portion of the funds by a vote of the whole City Council, if any, each of the five councilmembers will have the authority to distribute 1/5 of the remaining funds to community organizations of their individual choosing in accordance with this policy.

4.3 All funds awarded pursuant to this policy must serve a lawful public purpose. Funds may not be used for any purpose prohibited by laws governing the use of public funds, including, without limitation, political campaigning, religious, or purely private purposes or activities.

- 4.4 To be eligible for grant funds under this policy, the grantee must:
- 4.4.1 Commit to use the funding to provide services in one or more of the following areas: educational/recreational projects; local business and tourism promotional activities; arts and cultural programs; environmental awareness programs and projects; public safety programs; health and social service initiatives and programs; or other programs and projects that benefit the community and enhance the quality of life for the city's residents.
 - 4.4.2 Enter into a written COGA with the City that specifies the responsibilities of the organization with respect to the grant funds and requires the grantee organization to document and account for all related expenses and agree that any grant funds that are not spent or documented in accordance with the COGA by the recipient organization must be returned to the City.
- 4.5. Due to the amount of staff time necessary to process grant requests and complete the corresponding grant agreements, the minimum grant amount shall be \$1,000.
- 4.6 Any unspent funds may be reallocated to other organizations or projects. Any funds left unallocated at the end of a fiscal year may be re-appropriated in the following year.

5. PROCEDURES

- 5.1 The Council Member will notify the City Manager or designee of any funding requests.
- 5.2 If the City Manager or designee determines the request fulfills a community need, complies with this policy, and determines that the Council Member's funds apportioned pursuant to this policy are sufficient to cover the request, assigned staff will generate a COGA and route the draft COGA to the City Attorney's Office for review and approval.
- 5.3 The City Attorney will review the proposed COGA and will reject any COGA that does not comply with the law and this administrative policy. If the City Attorney's Office approves the draft COGA as to form, then the COGA be processed and routed following the normal contracting process.
- 5.4 The grantee will submit a final expenditure report to the City within 60 days after the end of the contract term which specifies how funds were expended.

COMMUNITY ORGANIZATION GRANT AGREEMENT (COGA)

Name of Organization ("Grantee"): _____

Telephone No. _____ Email: _____

Grantee's Project Contact: _____ Title: _____

Status of Organization (Check One): Nonprofit [] For Profit []

Description of Organization: _____

Description of Program/Project: _____

Proposed Community Need to be Satisfied: _____

Contract Start Date: _____ Contract End Date: _____

Total Grant Amount: _____

Grantee represents and warrants that:

- The undersigned has the authority to execute this Agreement and to bind Grantee.
- The undersigned has read the attached Terms and Conditions and agrees thereto.
- Financial and program records will be maintained for a minimum of three years.
- The grant funds will be used for the program/purpose specified above and will only be spent within the Contract Period. All unused funds will be returned to the City at the end of the Contract Period.

CITY OF CHINO HILLS

(INSERT COMPANY NAME HERE)

Benjamin Montgomery
City Manager

(Signature)

ATTEST:

(Printed Name/Title)

Cheryl Balz
City Clerk

(Date)

(Date)

(Signature)

APPROVED AS TO FORM:

(Printed Name/Title)

Mark D. Hensley
City Attorney

(Date)

**COMMUNITY ORGANIZATION GRANT AGREEMENT
TERMS AND CONDITIONS**

1. GRANT

The full amount of the grant from CITY is payable to GRANTEE upon execution of the Community Organization Grant Agreement ("Agreement").

2. INDEPENDENT CONTRACTOR

GRANTEE shall perform all services included in this Agreement in an independent capacity and neither GRANTEE nor GRANTEE's employees shall be considered as employees of the CITY. This Agreement is by and between the GRANTEE and the CITY and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, between the CITY and the GRANTEE.

3. ENTIRE AGREEMENT

This document constitutes the entire Agreement between the CITY and the GRANTEE with respect to the grant.

4. ASSIGNMENTS AND SUBCONTRACTS

GRANTEE may enter into subcontracts for performance of portions of this Agreement only upon receipt of prior written consent of the City Manager or designee. All appropriate provisions and requirements of this Agreement shall apply to the sub-agreement. GRANTEE is responsible for the performance of any subcontractor.

5. INDEMNIFICATION

GRANTEE agrees to indemnify, defend and hold harmless the CITY, its agents, officers, officials, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to bodily injury, death, personal injury, or property damage arising from or connected with GRANTEE's operations, services, or actions hereunder, including any workers' compensation suits, Federal Fair Labor Standards Act wage and hour law violations, liability, or expense, arising from or connected with services performed or actions taken by or on behalf of GRANTEE by any person pursuant to this Agreement.

6. INSURANCE

Without limiting GRANTEE's indemnification of CITY, the GRANTEE shall provide and maintain, at its own expense, insurance coverage satisfying the requirements specified in this Agreement. Such insurance shall be provided by insurer(s) satisfactory to the CITY's City Manager or designee and evidence of such programs satisfactory to the CITY shall be delivered to the City Manager on or before the effective date of this Agreement. The City Manager or designee has the authority to modify or waive these insurance requirements. These minimum insurance coverage terms, types and limits also are in addition to and separate from any other any other contractual obligation imposed upon the GRANTEE pursuant to this Agreement. All such insurance, except for Workers' Compensation, shall be primary to and not contributing with any other insurance or self-insurance coverage maintained by CITY and shall name the CITY as an additional insured. Neither the CITY's failure to obtain, nor the CITY's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the GRANTEE, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the insurance coverage requirements. GRANTEE shall insure the following insurance coverage as it applies to this Agreement:

A. Commercial General:

Providing scope of coverage equivalent to ISO policy form CG 00 01, with limits of not less than \$1 million per occurrence.

B. Automobile Liability:

Providing scope of coverage equivalent to ISO policy form CA 00 01, with limits of not less than \$1 million for bodily injury and property damage. Insurance shall cover liability arising out of GRANTEE's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

C. Workers' Compensation:

Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of GRANTEE and all risks to such persons under this Agreement and including Employers' Liability coverage with a \$1 million per limit.

D. Sexual Misconduct Liability:

If, under the terms of this Agreement, GRANTEE's program or project involves care or supervision of children, seniors, and/or other vulnerable

persons, GRANTEE shall provide insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than two million (\$2,000,000) per claim and two million (\$2,000,000) aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

E. Professional Liability – Errors and Omissions:

If, under the terms of this agreement, GRANTEE's program or project involves provision of medical, legal, accounting, architectural, engineering, interpreting, programming, or consulting services, GRANTEE shall provide Professional Liability insurance covering GRANTEE's professional liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, GRANTEE understands and agrees it must maintain such coverage for a period of not less than three years following this Agreement's expiration, termination or cancellation.

7. RECORDS RETENTION AND INSPECTION

Within ten days of CITY's written request, GRANTEE shall allow CITY access to financial and program records during regular business hours at any place GRANTEE keeps those records.

8. CONFLICT OF INTEREST

GRANTEE covenants that neither the GRANTEE nor any of its agents, officers, its employees, or sub-contractors who presently exercise any function of responsibility in connection with the program has personal interest, direct or indirect, in the Agreement, except to the extent he may receive compensation for his or her performance pursuant to this Agreement.

GRANTEE, its agents, officers, employees, and subcontractors shall comply with all applicable Federal, State and City laws and regulations governing conflict of interest.

9. ASSURANCES

GRANTEE certifies as follows:

A. Civil Rights:

GRANTEE shall abide by the provisions of the Title VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Sections 2000e (17), (P.L. 88-353), and applicable Federal and State laws, rules and regulations prohibiting discrimination under any program activity or employment for which GRANTEE received funding under this Agreement. Any subcontracts awarded by GRANTEE that will be funded in whole or in part with the grant funds must contain this provision.

B. Prohibited Actions:

GRANTEE agrees not to engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. GRANTEE agrees to comply with the provision of the Federal Hatch Act (5 U.S.C. Section 1501 et seq.), as amended, and with Section 675 (e) of Subtitle B of Title VI of Pub. L. 97-35, which limits political activity of certain State and local employees, and with 31 U.S.C. Section 1352, and with Section 319 (a)(1) of Title III of Pub. L. 101-121 (which prohibits use of Federal funds to influence the award of Federal contracts or grants).

10. SUSPENSION AND TERMINATION

GRANTEE agrees to suspend, for a period not to exceed 60 working days effective immediately upon written notice of suspension from the City Manager, any program operations that are funded in whole or in part with the grant funds. This provision will be applied if, in the judgment of the City Manager, circumstances exist which could result in illegal or inappropriate expenditures of grant funds.

Either party may terminate this agreement or any part hereof by giving five days' written notice to the other. The City Manager or designee may terminate this Agreement immediately by written notice to the GRANTEE upon GRANTEE's failure to comply with the provisions of this Agreement. If this Agreement is terminated, GRANTEE shall within two business days of receipt of notice of termination from CITY, notify all other parties who are subcontractors of the GRANTEE of such termination. In the event of termination, GRANTEE shall, within five business days, return all unexpended grant funds to CITY.

**COMMUNITY ORGANIZATION GRANT AGREEMENT
TERMS AND CONDITIONS**

11. CITIZENSHIP

GRANTEE warrants that it fully complies with all laws regarding employment of aliens and others, and that all its employees performing services hereunder meet citizenship or alien status requirements contained in Federal statutes and regulations. GRANTEE shall indemnify, defend and hold harmless, the CITY, its officers and employees from employer sanctions and any other liability which may be assessed against the GRANTEE or CITY, or both, in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this agreement.

12. FINAL REPORT

GRANTEE shall complete and submit a report to the City Manager ("Final Report") under penalty of perjury to identify the goals, objectives and specific activities stated in the Agreement, and to certify that the contract satisfied a community need of the CITY. Further, the Final Report shall identify the actual expenses incurred and state the amount of unused funds to be returned to the CITY, if any. GRANTEE shall provide receipts and/or a budget to specify how funds were expended.

13. ELECTRONIC OR DIGITAL SIGNATURES.

This Agreement may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

14. NOTICES

Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice by email, or upon such party deposited in the custody of the United States Postal Service addressed as follows:

Grantee:

Attention:
Name
Address
City, State and Zip

City:

City of Chino Hills
Attn: City Manager
14000 City Center Drive
Chino Hills, CA 91709